This is a reproduction of a library book that was digitized by Google as part of an ongoing effort to preserve the information in books and make it universally accessible.

Google™ books

https://books.google.com

NYPL RESEARCH LIBRARIES
3 3433 00844267 9

ROYAL NAVAL VOLUNTEER RESERVE.

PART I.—REGULATIONS.

PART II.—THE ACTS PROVIDING FOR THE CONSTITUTION, ETC., OF THE RESERVE.

LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased through any Bookseller or directly from
H.M. STATIONERY OFFICE at the following addresses:
IMPERIAL HOUSE, KINGSWAY, LONDON, W.C. 2, and 28, ABINGDON STREET, LONDON, S.W. 1;
37, PETER STREET, MANCHESTER; 1, ST. ANDREW'S CRESCENT, CARDIFF;
or 23, FORTH STREET, EDINBURGH.

1923.

Price 4s. Net.

Digitized by Google

Digitized by Google

(Gt. Br. Admiralty)

Digitized by Google VYBR

Digitized by Google

GB. Admiralty

ROYAL NAVAL VOLUNTEER RESERVE.

PART I.—REGULATIONS.

PART II.—THE ACTS PROVIDING FOR THE CONSTITUTION, ETC., OF THE RESERVE.

LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased through any Bookseller or directly from
H.M. STATIONERY OFFICE at the following addresses:
IMPERIAL HOUSE, KINGSWAY, LONDON, W.C. 2, and 28, ABINGDON STREET, LONDON, S.W. 1;
37, PETER STREET, MANCHESTER; 1, ST. ANDREW'S CRESCENT, CARDIFF;
or 23, FORTH STREET, EDINBURGH.

1923.
Price 4s. Net.

MB
NEW YORK PUBLIC LIBRARY
Digitized by Google

THE NEW YORK
PUBLIC LIBRARY
ASTOR, LENOX AND
TILDEN FOUNDATIONS
R 1923 L

THE Lords Commissioners of the Admiralty are pleased to establish the following Regulations and Instructions for the government of the Royal Naval Volunteer Reserve.

All previous Orders and Instructions for the government of the Royal Naval Volunteer Reserve are hereby cancelled.

BY COMMAND OF THEIR LORDSHIPS,

O. Murray

ADMIRALTY,
January 1923.

Digitized by Google

PART I.

Regulations for the Royal Naval Volunteer Reserve.

CONTENTS.

Chapter		PAGE
I.	Preliminary	5
II.	Organisation	6
III.	Rank and Command	14
IV.	Ceremonies, Uniform and Distinctions :—	
	Section (1) Ceremonies	19
	„ (2) Uniform	19
	(a) Officers, (b) Men	19, 21
	„ (3) Decorations and Medals	23
V.	Permanent Staff :—	
	Section (1) General	26
	„ (2) Officer Instructors	28
	„ (3) P.O. Instructors	30
	Subsections (a) General	30
	(b) Signal and W/T	32
	„ (4) Shipkeepers	33
VI.	Entry and Appointment of Officers	34
VII.	Qualifications and Promotion of Officers	40
VIII.	Training of Officers :—	
	Section (1) Obligatory Training	45
	„ (2) Voluntary Training	49
IX.	Entry, Qualification, Confirmation and Promotion of Men and Cadet Boys :—	
	Section (1) Entry	50
	„ (2) Qualification	55
	„ (3) Confirmation and Promotion	56
X.	Resignation and Discharge—Officers and Men :—	
	Section (1) Resignation and Discharge	61
	„ (2) Compulsory Retirement	66
XI.	Drill	68
XII.	Training and Service in the Navy :—	
	Officers and Men	72
XIII.	Discipline and Leave	77
XIV.	Public Funds, Admiralty Grants, and Accounting Instructions	83
XV.	Land and Buildings :—	
	Section (1) Purchase or Lease	94
	„ (2) Property of Divisions	94
XVI.	Pay and Allowances; Travelling Expenses :—	
	Section (1) Pay and Allowances	97
	„ (2) Travelling Expenses	104
	„ (3) Medical Treatment and Pensions for Injuries	107

o (49)13415 Wt 30062—487/622 1750 2/23 E & S

Digitized by Google

Chapter		PAGE
XVII.	Stores :—	
	Section (1) Stores—General	111
	„ (2) Naval Stores	114
	„ (3) Naval Armament Stores	117
	„ (4) Medical Stores	121
	„ (5) Victualling Stores	121
	„ (6) Drill Ships and Establishments	121
XVIII.	Certificates and History Sheets	121
XIX.	Correspondence and Returns	123
	Appendices	138
	Index	173

PART II.

The Acts providing for the Constitution, &c., of the Royal Naval Volunteer Reserve.

Digitized by Google

REGULATIONS

FOR THE

ROYAL NAVAL VOLUNTEER RESERVE.

Chapter I.—Preliminary.

1. The Royal Naval Volunteer Reserve is raised under the "Naval Forces Act of 1903 and the Acts incorporated therewith." The members of this Reserve are termed the Royal Naval Volunteer Reserve (shortly referred to hereinafter as "R.N.V.R."), and are subject to the provisions of those Acts, and to all regulations made with regard to them by the authority of the Lords Commissioners of the Admiralty.

Central Committee.

2. The R.N.V.R. are under the orders of the Admiral Commanding the Coast Guard and Reserves (referred to hereinafter as "the Admiral Commanding"). He is assisted by a Central Committee in London, termed "the R.N.V.R. Committee."

Constitution of Committee.

3. The Committee consists of:—

(*a*) The Admiral Commanding (President).

(*b*) A Captain R.N. (representing Admiralty and the Admiral Commanding).

(*c*) The Commanding Officers of the R.N.V.R. Divisions.

(*d*) For the present, an additional Officer, R.N.V.R., appointed to the staff of the Admiral Commanding as a paid official, to work full time.

(2) The periods of appointment of members of the Committee will be at the discretion of the Admiralty.

Captain, R.N.

(3) The Captain R.N. will be borne on Ship's Books and will receive the full pay and allowances of his rank. His duties will be advisory, but he will be subject to the orders of the Admiral Commanding.

(4) The R.N.V.R. Committee will be responsible to the Admiral Commanding for the internal administration of the Force. The Committee will forward all recommendations for appointment, promotion and retirement, and will submit their proposals on all matters relating to efficiency and maintenance.

(5) The rules governing the procedure of the Committee are contained in Appendix N.

(6) The Admiralty will provide the office accommodation and contingent expenses of the R.N.V.R. Committee.

Digitized by Google

Formation of new Division.

4. In the event of it being desired to establish a new Division in any particular R.N.V.R. area (*see* Article **8**), the Commanding Officer in the area will receive instructions from the Admiral Commanding to approach the representatives of the locality in which it is proposed to raise the new Division.

Regulations —Purchase and Issue of.

5. A member of the Royal Naval Volunteer Reserve may obtain from the Commanding Officer of his Sub-Division one copy of these regulations on payment of the price printed at the foot of the title page less $33\frac{1}{3}$ per cent., and may have access to the same gratis on application to the Officer Commanding his Division. The money received is to be remitted quarterly by the Paymaster of the Division to the Accountant-General of the Navy.

(2) Copies of the Regulations for issue on repayment should be obtained by the Commanding Officer of the Division by demand from the Superintendent, Royal Naval Store Depôt, West India Docks, London, E. 14.

6.

7.

Chapter II.—Organisation.

Areas.

8. For administrative purposes, the United Kingdom is divided into six areas—each area containing one Division. Officers and men outside Great Britain will belong to whichever Division is most convenient, *e.g.*, those living in Ireland to the Mersey Division.

Divisions— Composition of.

(2) As a general rule, each Division will consist of not less than five sub-Divisions (including out-lying sub-Divisions); the actual number of sub-Divisions to be formed is shown in Table B. (page 9).

Local name for Division.

(3) Each Division will be designated by a local name; each sub-Division by its number in the Division in addition (in the case of an outlying sub-Division) to its local name.

Personnel Lists I. and II.

9. The personnel of each Division will consist of two categories, which will be made up as follows:—

List I.—Officers and men belonging to Divisions and attending at Headquarters for instruction.

List II.—Officers and men borne on Divisional Lists for administrative purposes, but not necessarily attending at Headquarters for instruction.

Digitized by Google

(2) Each Division will be commanded by a Captain or Commander: each sub-Division by a Lieutenant-Commander or Lieutenant. Command of.

10. The Authorised Establishment for a typical sub-Division and Division is given in Table A. (below), but the composition of the sub-Divisions in different Divisions will vary considerably owing to the special characteristics of Divisions necessitating an unequal distribution of ratings. Authorised Establishment of Division and sub-Divisions.

11. The permanent Staff of R.N. Instructors allowed to each R.N.V.R. sub-Division and Division is shown in Table C. (page 10). Establishment of Permanent Staff of R.N. Instructors.

TABLE A.

Establishment for each Sub-Division and Division.

Rank.	To each Sub-Division.	To each Division.
Officers.		
Captain or Commander - -	—	1 in command
Commander, Lt. Cdr., or Lieut. -	—	1 as Executive Officer
Lt. Cdr. or Lieutenant - -	1	—
Lieut., Sub-Lieut., Act. Sub-Lt., or Midshipman.	2	—
Surg. Commr. or Surg. Lt. Commr.	—	1
Surg. Lt. Cdr. or Surg. Lieut. -	1	—
Payr. Commander or Payr. Lt. Cdr.	—	1
Payr. Lt. Cdr., Payr. Lt., or Payr. Sub-Lt.	—	1 (3 to Scottish Division).
Chaplain - - - - - -	—	2
Boatswain - - - - -	—	1
Signal Boatswain - - -	—	1
Warrant Telegraphist - -	—	1 (London, Scottish, Tyne and Mersey only).
Total Officers - -	4	10

Digitized by Google

Rank.	To each Sub-Division.	To each Division.	R.N.V.R. Total Number.
Petty Officers and Men.			
C.P.O. Seaman class or Chief Yeoman of Signals.	1	—	34 16
P.O. Seaman Class	2	—	100
L.S. do. do.	4	—	200
A.B. or O.S. and Bugler	38 or 39	—	1,916
Yeoman of Signals	1	—	50
Ldg. Signalman	2	—	100
Signalman or Ord. Signalman	16 or 17	—	834
Chief P.O. Telegraphist	—	1 per school	4
P.O. Telegraphist	—	1 to each complete 25.	20
Leading Telegraphist	—	1 to each complete 10.	48
Tel. or Ord. Tel.	—	107 to each school.	428
Artificers	18	—	725
Artisans	8	—	375
Writers and Victualling Ratings.	3	—	150
Total	94	125 at each W/T school.	5,000

Digitized by Google

TABLE B.

Number of Men, R.N.V.R., on the Establishment of each R.N.V.R. Division.

(Subject to alteration annually.)

Division.	No. of Sub-Divisions.	Seaman Branch.								Engineer Branch.		Artisan Branch (same as R.N.)	Writer and Victualling Branch.	Total of other Branches.	Total Establishment.
		S.G.	S.T. and Sub-marine.	Mining.	Anti-Sub-marine.	Bugler.	Signal.	W/T.	Total of Seaman Branches.	Engine-room Artificers.	Motor Mechanics.				
London -	10	348	104	20	20	10	230	163	895	45	14	26	20	105	1,000
Bristol -	6	254	58	22	16	6	155	—	511	25	10	39	15	89	600
Scottish -	14	281	80	36	28	14	200	150	789	330	30	201	50	611	1,400
Sussex -	6	254	58	22	16	6	155	—	511	25	10	39	15	89	600
Tyne -	7	175	50	—	10	7	130	150	522	100	18	35	25	178	700
Mersey -	7	175	50	—	10	7	130	150	522	100	18	35	25	178	700
Totals -	50	1,487	400	100	100	50	1,000	613	3,750	625	100	375	150	1,250	5,000

Digitized by Google

TABLE C.

The following table shows Permanent Staff of R.N. Instructors allowed to each R.N.V.R. Sub-Division and Division :—

Permanent Staff.	To each Sub-Division.	To each Division.	Total.
Officer Instructor - - - -	—	1	6
P.O. G.M. - - - - -	1	—	50
P.O. T.G.M.* - - - -	—	1	7
Yeoman of Signals* - - -	—	1	7
P.O. Telegraphist - - -	—	1 per school	4
P. and R.T.I.* - - - -	—	1	7
Ordnance Artificer* - - -	—	1	7
Writer - - - - -	—	1	6
Caretakers and Shipkeepers - -	As requisite	—	—
Total - - -	1	7	94

Note.—(1) The Officer Instructor will be a Commander, Lieutenant-Commander or Lieutenant on the Active List of the Royal Navy.

(2) Scottish Division will be allowed two each of the ratings marked*.

(3) A Caretaker is allowed to each Head-quarters or Outlying Establishment, with the exception of the Scottish Division which is allowed three Caretakers for Head-quarters.

(4) A total of 6 Shipkeepers, including one 1st-class rate and five 2nd-class rates, will be allowed to each drill ship, in order that the ship may be maintained in an efficient condition, that watch-keeping may be carried out and that these services may continue in the event of sickness.

Enrolment—Fleet, Patrol and Shore Services.

12. The personnel will be organised for general service in three classes. Selection will, as far as possible, be made according to the nature of service for which men have been trained in peace time and their civil employment and personal abilities best fit them. These classes are—

(*a*) Fleet Service.—In ships of the Fleet, Mercantile Cruisers and Auxiliaries.

(*b*) Patrol Service.—In Auxiliary vessels performing anti-submarine, minesweeping and coastal escort duties, &c.

(*c*) Shore Service.—In war-time, Officers and men employed on special duties, and those who become unfitted for sea-service by age or physical disability.

Preliminary Training.

(2) On enrolment all men will undergo a preliminary training, to include, for a Seaman, such subjects as Naval discipline and customs, Seamanship, Signals and Gunnery; for other ratings, Naval discipline and subjects connected with their branches.

Classification for Service.

(3) On completion of this training, men will be classified for Fleet or Patrol Service. In cases where a man expresses a definite wish to take up a certain class of work, he is to be noted for it on enrolment; this notation will determine the nature of his further instruction after the completion of his preliminary training—provided requirements permit.

Digitized by Google

(4) After the preliminary training and classification for Fleet or Patrol Service, further instruction in drill ships or ships in harbour or at sea will be given. During these periods of instruction, men will be selected according to their fitness and qualifications for specialist duties; these duties now include Signal, W/T, Detector, Winchman, Gunnery, Torpedo, &c. Men thus selected will be allowed to volunteer for a further course of training, and will—if then qualified—be granted the proper non-substantive rating and pay. Further Instruction.

13.

14. Boys' corps are affiliated to certain R.N.V.R. Divisions. The limits of age for service in these Corps are from 12 to 17 years. The boys receive their training at the drill establishments of the Division to which they are attached, under the direction of the Commanding Officer. R.N.V.R. Boys' Corps.

(2) The R.N.V.R. Committee will advise the Admiral Commanding on matters conducive to the well-being of the Corps.

15. The personnel on List I. will include the majority of the Executive Officers, a sufficient number of Chaplains, Medical and Accountant Officers for divisional duties, all Seamen, Signalmen and Telegraphists, and such other ratings of all classes as are able and wish to take part in local drills. Personnel on two Lists.

The personnel on List II. will include the remainder of the Executive Officers, the Engineer Officers, the Special Branch Officers, the majority of the Medical and Accountant Officers, all Dental Officers, and the Artificer, Artisan, Writer, and Victualling Ratings who do not belong to List I. and who, by reason of the distance from Head-quarters at which they reside, will not be required to attend local drills.

(2) The enrolment of men for the Seaman, Signal and Telegraphist branches will be confined to List I., to enable them to receive the full benefit of the R.N.V.R. instructional system.

16. In deciding the number of ratings to be borne on List I. or List II. of Divisions, the following points must be borne in mind by Commanding Officers:— Lists I. and II.—Ratings to be borne on.

(*a*) The number of men in the branches which it is necessary to bear on List I. may increase with naval requirements; the R.N.V.R. Committee will arrange these numbers.

(*b*) The training accommodation at Headquarters is limited.

(*c*) The training accommodation available must be fully utilised in order that the overhead charges per man trained may be kept as low as possible.

(*d*) The desirability of spreading the force over a wide area by means of men borne on List II.

(2) Tables D and E (pages 12 & 13) show the estimated full strength of the R.N.V.R. Lists I. and II—Officers and Men.

Digitized by Google

TABLE D.

Full Strength of Officers R.N.V.R. on the Active List.

(Subject to alteration by order of the Admiralty.)

Rank.	List I. Number of Officers.	List II. Number of Officers.	Total.
Captain or Commander	12	—	12
Lieut.-Commander or Lieut.	52	40	92
Sub-Lieutenant	25	20	45
Probationary and Acting Sub-Lieutenant	25	—	25
Midshipman	25	—	25
Probationary Midshipman	25	—	25
Engineer Commander, Engineer Lieut.-Commander or Engineer Lieutenant	—	30	30
Surgeon Captain	3*		3
,, Commander	6	6	12
,, Lieut.-Comr. or Lieut.	50	—	50
,, Lieut.-Comr., Lieut. or Sub-Lieut.	—	138	138
,, Lieut.-Comr. (D) or Surgeon Lieut. (D).	—	25	25
Paymaster Commander	6	—	6
,, Lt.-Commr., Lieut. or Sub-Lieut.	9	—	9
Paymaster Lieut. (C) or ,, Sub-Lieut. (C)	—	147	147
Chaplain	12	24	36
Commander (sp)	—	4	4
Lieut.-Commander (sp) or Lieutenant (sp)	—	56	56

* List I. or List II.

TABLE E.

Full Strength of Men, R.N.V.R.

(Subject to alteration annually.)

Rating.	List I. No. of Men.	List II. No. of Men.	Total Number of Men in Lists I. and II.
C.P.O. Seaman Class	34	—	34
P.O. ,,	100	—	100
L.S. ,,	200	—	200
A.B. ,,	1,566	—	1,566
Ord. Seaman	900	—	900
Bugler	50	—	50
Chief Yeoman of Signals	16	—	16
Yeoman of Signals	50	—	50
Ldg. Signalman	100	—	100
Signalman	434	—	434

Digitized by Google

TABLE E.—*continued.*

Rating.	List I. No. of Men.	List II. No. of Men.	Total Number of Men in Lists I. and II.
Chief P.O. Telegraphist	4	—	4
P.O. Telegraphist	20	—	20
Ldg. Telegraphist	50	—	50
Telegraphist	226	—	226
E.R.A. 1st, 2nd, 3rd, 4th and act 4th classes	390	235	625
Chief Motor Mechanic and Motor Mechanic	60	40	100
Artisan, including E.A., O.A.	210	165	375
Writer and Victualling Branch	90	60	150
Totals	4,500	500	5,000

Note.—In addition, 1 Bandmaster and 24 Musicians will be allowed to each Division which consists of 5 or more sub-divisions. They will be non-combatants.

General Orders regarding List II.

17. The personnel of List II. will be in every way an integral part of the Division and entirely under the orders of the Commanding Officer of the Division.

18. Executive Officers will only be allowed to join List II. if their place of residence clearly prevents them attending drills at a divisional training centre, and in this case they will be required to perform a longer period of obligatory naval training, viz., an additional seven days biennially in lieu of the divisional drills.

(2) Executive Officers on List II. will be limited to those who have already performed a considerable amount of training or sea service, such as Temporary Officers who served at sea during the war. Officers on List I. may be allowed to transfer to List II. subsequently, provided they have performed a reasonable amount of training, and if, owing to a change of residence or other circumstances, they find a difficulty in attending divisional drills.

19. Officers and men on List II. will be permitted and encouraged to attend at their Divisional Head-quarters for important ceremonial parades, lectures, and other special occasions. Attendance will be permitted at the discretion of the Admiral Commanding, who has authority in such cases to sanction the payment of reasonable out-of-pocket expenses.

Navy List.

20. Each R.N.V.R. Officer on the Active List of the R.N.V.R. will be shown in the Navy List both on a General List similar to that for R.N. Officers and on a Divisional List.

Officers who are specially qualified in particular duties will be distinguished by letters after their names in the General

Digitized by Google

List, which will also contain columns showing the "Date of Seniority" and "Division to which attached."

The Divisional List will show the Officers of the respective Divisions, distinguishing between Officers on Lists I. and II.

Bands—Formation of.

21. Bands may be formed subject to the approval by the Admiral Commanding of the divisional rules for their engagement.

Musicians will be enrolled as Naval Volunteers, but will not be subject to the requirements of the Regulations as to drill and service.

Enrolled Bandsmen are not eligible to earn the bounty referred to in Article 303.

22.

23.

Chapter III.—Rank and Command.

Precedence, relative rank and command in R.N., R.N.R., and R.N.V.R.

24. The order of precedence of the Naval forces is as follows:—

R.N., R.N.R., and R.N.V.R. Officers take precedence in that order rank for rank, irrespective of seniority except as provided hereinafter as regards Qualified Officers, of the rank of Lieutenant and Lieutenant-Commander and confirmed in their rank.

(2) Officers who have certain specified qualifications will be designated "Qualified Officers" and will be distinguished in the Navy List by a star in a circle against their names.

(3) Qualified Officers of the same rank will, in relation to Officers of the R.N. and R.N.R. of corresponding rank and each other, rank and command according to their respective seniorities but after Officers of the R.N. and R.N.R. of the same seniority.

(4) Officers of the same rank who are not qualified will rank and command after Officers of the R.N. and R.N.R. and Qualified Officers of corresponding rank, and, in relation to each other, according to their respective seniorities.

(5) The Admiralty may grant Naval command and authority to any unqualified Officer, during the tenure of a particular appointment, and such Officers will rank and command as if for the time being they were Qualified Officers.

(6) The retention of the relative seniority as a Qualified Officer will be conditional on the Officer complying with the Regulations for subsequent Naval training and being well reported on.

Digitized by Google

(7) A Qualified Officer of Lieutenant's rank will not retain such qualification on reaching the rank of Lieutenant-Commander, but may be granted it again in the higher rank.

QUALIFICATIONS REQUIRED—EXECUTIVE OFFICERS.

(8) A Lieutenant or Lieutenant-Commander who is confirmed in his rank and is recommended for the status of Qualified Officer, by an Officer, R.N., not below the rank of Commander-in-command, under whom he has served for a period of not less than 28 days' actual service or training and who is in possession of a Board of Trade Certificate of Efficiency in Navigation and Seamanship (*see* paragraph 12), will, at the discretion of the Admiralty, be granted the power of exercising Naval command according to his seniority as though he were an Officer, R.N.; for example, a Lieutenant thus qualified will take command before a Lieutenant, R.N. or R.N.R. of less seniority, whereas a Lieutenant not so qualified takes command after a Lieutenant, R.N. or R.N.R. of any seniority.

(9) The above recommendation must be to the effect that he is qualified to take charge of a watch at sea in one of H.M. Ships, and as an Officer of Quarters of the primary armament of the ship from which he is recommended; that he has a good knowledge of service customs and discipline, and that he is in all respects able, and recommended to perform the ordinary duties of a Lieutenant or Lieutenant-Commander, R.N., of similar seniority in the class of vessel in which he is serving.

(10) As a general rule an Officer should not be recommended unless he has performed a total of at least six months' Naval training at sea, including two periods of 28 days, and has completed gunnery, torpedo, and signal courses in the Naval Schools.

(11) In the case of an Officer who has served in command of one of H.M. Ships, the watchkeeping and gunnery qualifications specified above in Clause 9 shall be waived, subject to his having served at least 12 months in command and provided he has been well reported on as a Commanding Officer.

For this purpose H.M. Ships shall be considered as including all those on the list of ships of the Royal Navy and Merchant Vessels commissioned as H.M. Ships and flying the White Ensign.

(12) The Board of Trade Certificate referred to above is similar to that granted to Yacht Owners. Officers desiring to present themselves before the examiners of the Board of Trade to be examined for these Certificates should apply through the Commanding Officer of their Division to the R.N.V.R. Committee who will make the necessary arrangements.

Digitized by Google

NON-EXECUTIVE OFFICERS—NAVAL AUTHORITY.

(13) Medical and Accountant Officers (except Accountant Officers (C)), of the rank of Lieutenant and Lieutenant-Commander, confirmed in their rank and considered qualified professionally by reason of their Naval experience and training will, at Admiralty discretion, be granted the same relative seniority in the Royal Navy as they hold in the Reserve, provided that they are recommended for the status of "Qualified Officer" by the Commanding Officer of one of H.M. Ships or Naval establishments in which a period of not less than 28 days actual service or training has been performed, and by the Senior Officer of their branch in that ship or Naval establishment.

(14) This recommendation must be to the effect that they have a good knowledge of service customs and discipline, and that they are in all respects able and recommended to perform the ordinary duties of an Officer, R.N., of corresponding branch and seniority in the class of vessel in which they are serving.

(15) As a general rule an Officer should not be recommended unless he has performed a total of at least six months' Naval training.

(16) The question of the grant of the status of "Qualified Officer" in the Engineering Branch is under consideration.

(17) Accountant Officers (C) are not eligible for the status of "Qualified Officer."

Ratings :—

(18) Petty Officers and men, R.N.V.R., will rank and command with corresponding ratings R.N., according to seniority.

OFFICERS R.N.V.R.

Authorised Ranks.

25. The establishment of officers of the Royal Naval Volunteer Reserve on the Active List is fixed by the Admiralty, and the numbers authorised from time to time are published in the Navy List :—

(a) *Military Branch*—

(1) *Executive Officers*—

Commodore.
Captain.
Commander.
Lieutenant-Commander.
Lieutenant and Probationary Lieutenant.
Sub-Lieutenant, Acting Sub-Lieutenant, and Probationary Sub-Lieutenant.

Digitized by Google

(a) *Military Branch*—continued.
(1) *Executive Officers*—continued.
Midshipman and Probationary Midshipman.
Commissioned Boatswain and Boatswain.
Commissioned Signal Boatswain and Signal Boatswain.
Commissioned Telegraphist and Warrant Telegraphist.
(2) *Engineer Officers*—
Engineer Commander.
Engineer Lieutenant-Commander.
Engineer Lieutenant and Probationary Engineer Lieutenant.

(b) *Special Branch*—
Commander.
Lieutenant-Commander.
Lieutenant and Probationary Lieutenant.

(c) *Medical Branch*—
Surgeon Captain.
Surgeon Commander.
Surgeon Lieutenant-Commander.
Surgeon Lieutenant-Commander (Dental).
Surgeon Lieutenant and Probationary Surgeon Lieutenant.
Surgeon Lieutenant (Dental) and Probationary Surgeon Lieutenant (Dental).
Surgeon Sub-Lieutenant and Probationary Surgeon Sub-Lieutenant.

(d) *Accountant Branch*—
Paymaster Commander.
Paymaster Lieutenant-Commander.
Paymaster Lieutenant.
Paymaster Sub-Lieutenant and Probationary Paymaster Sub-Lieutenant.

(e) *Accountant Branch (C)*—
(Officers for Clerical (non-Accountant) and Coding duties, &c.).
Paymaster Lieutenant (C).
Paymaster Sub-Lieutenant (C) and Probationary Paymaster Sub-Lieutenant (C).

(f) *Chaplain Branch*—
Chaplain and Probationary Chaplain.

Precedence of Officers.

26. The relative precedence of Officers of the whole Force is determined solely by the rank and date of their commissions or warrants, or if not in possession of commissions or warrants their appointments in the Force.

(2) The relative precedence of Officers bearing commissions or warrants of the same date is determined by the order in which their names appear in the Navy List. A Probationary or Acting

Digitized by Google

Officer is, in all cases, junior to a confirmed Officer of the same rank. Probationary and Acting Officers rank among themselves according to the date of their probationary or acting rank.

(3) Probationary Officers or Acting Sub-Lieutenants will not receive their commissions until confirmed in their ranks. Midshipmen will receive appointments only.

(4) List II. Officers attending ceremonial parades, &c., in which the Division to which they are attached is concerned, shall not, on account of rank or seniority, supersede Divisional Officers (List I.) in command of R.N.V.R. detachments, or sections thereof, at such parades.

27. The Officers and Petty Officers of the R.N.V.R. are to command each other and the men of the Force, agreeably to their respective ranks and ratings, in all matters relating to their duties; but none of them, except Qualified Officers, are ever to assume any naval command whatsoever, unless ordered to do so by their superior Naval Officer, and they are to be, in all matters whatsoever, under the command of the Captain or Commanding Officer, or other superior Officer, of the ship in which they may be.

Under orders of S.N.O. on specified occasions.

28. The R.N.V.R. when assembled for drill or inspection, or when voluntarily doing any naval duty, either afloat or on shore, will be under the immediate command of the Senior Naval Officer present.

Army Officers not to assume command of R.N.V.R.

29. Nothing contained in these Regulations is to be considered as giving a claim to any Officer of the R.N.V.R. to assume command of His Majesty's Land or Air Forces on shore, nor to any Officer of the Army or Royal Air Force to assume command of any of His Majesty's squadrons or ships, or of any of the Officers or men thereunto belonging, unless under special authority from the Government of His Majesty.

Precedence of R.N.V.R. when employed with Land Forces.

30. When Officers of the R.N.V.R. who are not Qualified Officers are employed on shore on joint service with His Majesty's Land or Air Forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank to which it corresponds, and shall regulate the choice of quarters, but allowances will remain issuable under Naval Regulations.

(2) Qualified Officers of the R.N.V.R. shall command under the same rules as Officers, R.N.

31.

32.

33.

Digitized by Google

Chapter IV.—Ceremonies, Uniform and Distinctions.

SECTION I.

Ceremonies.

Guards of Honour.

34. A Guard of Honour may be provided as a matter of course for a member of the Royal Family, or the Board of Admiralty, on arrival in the neighbourhood of the headquarters of a Division or sub-Division; but in no other case is any body of the Naval Volunteers to take part in any public procession or ceremony, or to form a Guard of Honour on any occasion other than above, without the special authority of the Admiralty. Applications for such authority are to be made to the Admiral Commanding.

Annual Inspection.

35. The various Divisions and outlying sub-Divisions of the Naval Volunteers will be inspected annually by the Admiral Commanding or by a Naval Officer deputed by him.

2. A separate inspection of the boats will be made annually by a Naval Officer detailed by the Admiral Commanding.

Naval honours at Funerals.

36. Full Naval honours at the funerals of Officers and men of the Royal Naval Volunteer Reserve, who die otherwise than while under training, may be rendered at the discretion of the Officer Commanding the Division, subject always to the proviso that no expense falls on Naval funds.

Use of the White Ensign.

37. H.M. Vessels in use by the R.N.V.R. as Headquarters or Drill Ships are to fly the White Ensign.

38.

39.

SECTION II.

Uniform.

(*a*) OFFICERS.

Uniform of Officers.

40. The uniform of Officers of the R.N.V.R. is the same in all respects as that of Officers of corresponding rank and branch of the Royal Navy, with the following exceptions:—

(1) Instead of each distinction stripe of gold lace round the sleeves of the coat, there is a waved line of three-eighths inch gold lace. (The half stripe, however, is a straight line of one-eighth inch gold lace.)

(2) The edges of the coloured cloth denoting Branches other than the Military Branch are waved to follow the curves of the lace. When there is more than one stripe of distinction lace, the coloured cloth fills the space between the stripes.

Digitized by Google

(3) The white turnback and buttonhole of white twist for Midshipmen R.N. are replaced by a maroon turnback and twist.

(4) Probationary Midshipmen and Midshipmen will wear a jacket of the pattern worn by Paymaster Cadets R.N. in lieu of the round jacket worn by Midshipmen R.N.

(5) The Special Branch will wear emerald green coloured cloth to denote their branch.

NOTE.—The waved lines of the distinction lace consist in continuous curves and not in straight lines with rounded angles.

Cap Covers.

41. Cap Covers are to be worn in home waters from 1st May to 30th September, and abroad as ordered by the Senior Naval Officer.

Uniform for Officers attending courses, &c.

42. Officers undergoing courses at Naval Establishments, and when embarked in H.M. Ships for a short cruise, will be required to have the following uniform:—

No. 4 / No. 5	Frock Coat and Undress.	Frock Coat. Undress Coat (Monkey Jacket). Morning Waistcoat. Trousers, plain, blue. White Trousers, during the summer months. Cap (and cap covers from 1st May—30th September). Sword (Dirk for Midshipmen) and undress belt.
No. 7.	Mess Undress.	Jacket. Evening Waistcoat (blue). Plain Blue Trousers.

NOTE.—Officers below the rank of Sub-Lieutenant (confirmed) will not be required to provide themselves with frock-coats.

(2) The following articles should also, as a general rule, be provided by Executive Officers when embarking in H.M. Ships:—

Uniform Greatcoat or Watch Coat.
Oilskin or Waterproof Coat.
Sea Boots.

(3) When attending courses in Gunnery or Torpedo Schools, Officers will wear when under instruction—

White Sweater.
White Flannel Trousers.

(4) Officers attending levees must appear in the appropriate dress laid down for Officers, R.N., which will be found in the Quarterly Navy List.

43. General regulations regarding the wearing of uniform, patterns, &c. are contained in the Quarterly Navy List.

Digitized by Google

(*b*) RATINGS.

44. The uniform is to be of the same pattern as for Petty Officers and Seamen of the Royal Navy, with the following exceptions, viz. :— Uniform of Ratings.

(1) *Men not dressed as Seamen.*—To wear a "V" $\frac{3}{4}$-inch in length on each sleeve of the coat, the bottom of the "V" to be 4 inches above the bottom of the sleeve; gold on cloth, red on serge, and blue on white coats.

(2) *Men dressed as Seamen.*—To wear a "V" $\frac{3}{4}$-inch in length on each sleeve of the jumper, the bottom of the "V" to be 4 inches above the bottom of the sleeve; gold on No. 1 dress, red for other serge dresses, and blue for white dresses.

(3) All ratings are to wear a "V" $\frac{3}{4}$-inch in length on each side of the collar of the overcoat; gold for Chief Petty Officers and Petty Officers who have completed four years' mobilised service as such, and red for the remainder.

(4) The cap ribbon is to be of Admiralty pattern approved for the R.N.V.R., bearing the name of the Division.

(5) Strict attention must be paid to Admiralty Fleet Orders directing the dress to be worn, so as to ensure uniformity in all details. General Instructions regarding.

(6) Ratings are forbidden to appear partly in uniform and partly in civilian dress.

45. Every R.N.V.R. rating on first enrolment for 4 years' service will be supplied free of charge by the Admiralty through his Division with the kit of his rating as prescribed in Appendix D. Ratings will be required to maintain their kits at their own expense. Issue of Uniform.

(2) Ratings are permitted to purchase at the current service issuing prices from Admiralty stocks, through their Divisions, articles of Seamen's clothing not included in the free kit, *e.g.*, shoes, overcoats, &c., and also stock items required for the maintenance of their kits, provided that the articles are necessary and required for their own personal use.

(3) Clothing required for kitting up new entries, and for sale to the men should be demanded in bulk by the Divisions periodically (say, monthly) from the Royal Victoria Yard, Deptford, S.E. 8. Full particulars of the sizes required should be given on the demands, and in the case of suits for men not dressed as seamen the demands should be accompanied by "self-measurement" forms so that the suits can be made up to the measurements of the individuals requiring them.

(4) Supply and Receipt Notes for the articles issued will be forwarded from Deptford to the Division when the clothing is despatched, and as soon as the clothing has been received and checked, the receipt notes should be signed and returned to the Royal Victoria Yard, Deptford.

Digitized by Google

(5) All clothing received is to be taken on charge by the Accountant Officer of the Division and accounted for as laid down in Chapter XVII., Section 5, Article 424. Accounts of individual issues of kits should be kept on Form S. 79.

(6) All articles are to be clearly marked at the headquarters of the Division or sub-Division before issue. A set of type for this purpose is supplied to each Division and sub-Division.

(7) The kits of the men who leave the Reserve prior to the completion of 4 years efficient service or who are discharged for misconduct are to be withdrawn and either sold within the Division (the proceeds of the sale being credited to the Crown) or returned to the Royal Victoria Yard. Such men are, in addition, to be charged with the value of any article missing from their kit, or for any deterioration of their kit not due to fair wear and tear.

(8) Reservists discharged for misconduct whilst mobilised are to be dealt with in the matter of kit as laid down in Article 1438 of the King's Regulations and Admiralty Instructions. The period of two years referred to therein is to be reckoned from the date the men are mobilised and the amount to be charged is the value of the full regulation kit of the corresponding rating R.N., *excluding* Bedding. Bedding, which is supplied to all Reservists on loan, should be withdrawn and returned to store.

(9) Men who—on completion of their first period of enrolment (4 years)—re-enrol for a further period of 4 years are to have their kits surveyed by the Accountant Officer of the Division and brought up to the requisite complete outfit by the free issue of the necessary articles to replace such articles as are found to be unserviceable. On completion of the period, the same procedure is to be followed in the event of re-enrolment for a further period of 4 years, and so on.

46.

Badges.

G.C. or Non-substantive badges.

47. R.N.V.R. ratings will wear the badges, both Good Conduct and Non-substantive, to which they became entitled during the late war, the latter being conditional on periodical requalifications; they will also wear the badge of any non-substantive rating for which they qualify in the future.

Good Shooting badges.

(2) Good Shooting Badges will only be worn during the year in which a rating qualifies as a marksman, under the same regulations as for the Royal Navy. Should a rating fail in any subsequent year to requalify, he is to cease to wear the badge until he requalifies.

Bugle badge.

(3) Buglers are to wear a bugle badge when qualified.

(4) The distinguishing badge for Chief Motor Mechanics will be a two-bladed propeller with stars above and below the boss and a crown above the upper star. The badge for Motor Mechanics will be the same but with the stars only.

Digitized by Google

48. Band ratings are to wear the uniform laid down in Appendix D., with the following distinguishing badges:—

Bandmaster (C.P.O.)	Badge representing a harp, to be worn on collar, and badge consisting of harp and laurel leaves on lower half of right sleeve.
Assistant Bandmaster (P.O.)	Badge representing a harp, surmounted by a crown, to be worn on right arm; Petty Officers badge on left arm.
Band Corporal (L.S.)	Badge representing a harp, surmounted by a star, to be worn on right arm; Leading Seaman badge on left arm.
Enrolled Bandsmen	Badge representing a harp to be worn on right arm.

NOTE.—Badges worn on the arms to be midway between the elbow and the point of the shoulder.

General.

49. Bands of Divisions or outlying sub-Divisions are not to appear in uniform for any purpose without the consent of the Commanding Officer of the Division or outlying sub-Division.

SECTION III.

Decorations and Medals.

Wearing of.

50. Decorations and medals are to be worn in conformity with the King's Regulations and Admiralty Instructions.

The Volunteer Officers' Decoration and Long Service and Good Conduct Medal.

51. The "Volunteer Officers' Decoration" and the "Long Service and Good Conduct Medal" will be granted under the following conditions:—

I.—DECORATION FOR OFFICERS OF THE ROYAL NAVAL VOLUNTEER RESERVE.

1. *Eligibility.*—Volunteer Officers having 20 years' service (which need not be continuous) may he granted a decoration designated "The Volunteer Officers' Decoration." Honorary Service will not be allowed to count except as provided in clause (*d*) with regard to Chaplains already serving. The following will be allowed to reckon towards the 20 years:—

(*a*) All service over 17 years of age as a Midshipman, and all commissioned service in the Royal Naval Volunteer Reserve, or in the disbanded Royal Naval Artillery Volunteers, and all commissioned Service in the Army Volunteer or Territorial Force;

(*b*) Half the time served as a Petty Officer or a man of the Royal Naval Volunteer Reserve, or in the ranks of the late Royal Naval Artillery Volunteers, or of the Army Volunteer or Territorial Force; and

(*c*) All previous service qualifying for the Colonial Auxiliary Forces Officers' Decoration, provided that at least 10 years' qualifying service has been spent in the Royal Naval Volunteer Reserve or Royal Naval Artillery Volunteers, or the Army, Volunteer, or Territoral Force of Great Britain.

(*d*) Chaplains will be eligible for the decoration, this being retrospective to the date of entry in the case of Chaplains already serving in the R.N.V.R.

Digitized by Google

2. Officers who belonged to the R.N.R., R.N.V.R., and R.N.A.S.B.R., either as officer or man, on the 4th August 1914, may be allowed to count mobilised time from that date to the date of demobilisation as double in the case of officer's time or full in the case of man's time for the purpose of reckoning eligibility for this decoration.

3. Those serving as indicated in clause 2 who may subsequently have performed war service in any other branch of the Naval Forces (including that under special Naval engagements, T. 124 and its variants), or the Army or the Royal Air Force, may similarly count such war service as double or full time respectively.

4. Full actual mobilised time qualifying as above for the R.N.V.R. Medal shall be allowed to reckon as qualifying service for the R.N.V.R. Officers' Decoration instead of half such time under peace conditions.

5. The requirement that the last five years' qualifying service must be in the R.N.V.R. is abrogated in the case of those coming under the foregoing concessions.

6. An officer who has previously been granted the R.N.V.R. Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

7. Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the T.F. Decoration or Medal, and have not qualified for either in respect of service during the war, may be allowed to reckon any period counting towards those decorations for the Volunteer Officers' Decoration or R.N.V.R. Medal, provided the last five actual years have been served in the R.N.V.R.

8. *Applications.*—Applications for this decoration are to be made in writing by the Commanding Officer of each Division, and each case is to be supported by a statement of the applicant's service on Form R.N.V. 11. The decoration being granted as a reward for good and long service, Commanding Officers should in each case state in general terms the reasons which, in their opinion, give the applicant a claim to receive the decoration. Commanding Officers will forward their recommendations to the Admiral Commanding for the consideration of the Admiralty, and the decoration if awarded will be issued from the branch of the two services in which the Officer shall have served the greater portion of his last 10 years of qualifying service.

9. The letters "V.D." will be inserted in the Navy List against the name of the Officer to whom the decoration is given.

10. Any officer on whom this decoration has been conferred may be deprived of it, with the King's approval, if convicted of any act derogatory to his honour as an officer or a gentleman.

II.—*Long Service and Good Conduct Medal.*

1. *Eligibility.*—Men of the Royal Naval Volunteer Reserve may be granted a medal for long service and good conduct after 12 years' service in the Volunteer or Territorial Forces, including service from the age of 15 in a Cadet Corps or Cadet Battalion of the Army Volunteers, provided that their character has never been assessed below "Very Good" while embarked in H.M. Ships or establishments for service or Naval Training.

Only service as an "Efficient" will be allowed to count towards the qualifying period, but the service need not be continuous.

2. Service with the Regular Forces, Militia or Special Reserve, will not be allowed to reckon towards the qualifying period, but all service with the Auxiliary Forces, including service qualifying for the Colonial Auxiliary Forces Long Service Medal, will reckon, provided that the last five years have been served in the Royal Naval Volunteer Reserve. For this purpose service in the disbanded Royal Naval Artillery Volunteers will reckon as service in the Royal Naval Volunteer Reserve.

Service in Boys' Companies will be allowed to reckon towards the grant of the medal, subject to the following rules:—

(*a*) To count his service as a boy he must enrol in the Royal Naval Volunteer Reserve, direct or through a Probationer Company, within six months of leaving the Cadet Company.

(*b*) He will not be permitted to count service before the age of 15.

Digitized by Google

3. The medal may also be granted to men who have quitted the Force after completing 12 years' service, and to Officers who have served as Petty Officer or Man in the R.N.V.R., or as N.C.O. or man in some other qualifying unit other than a Cadet Corps or Cadet Battalion, provided they are not eligible for the decoration for Officers.

4. Men who belonged to the R.N.R., R.N.V.R., and R.N.A.S.B.R. on the 4th August 1914 may be allowed to count mobilised time from that date to the date of dispersal as double for the purpose of reckoning eligibility for this medal.

5. Those serving as indicated in clause 4 who may subsequently have performed war service in any other branch of the Naval Forces (including that under special Naval engagements, T. 124 and its variants), or the Army or the Royal Air Force, may similarly count such war Service as double time.

6. Full actual mobilised time qualifying as above for the R.N.V.R. Medal shall be allowed to reckon as qualifying Service for the R.N.V.R. Officers' Decoration instead of half such time under peace conditions.

7. The requirement that the last five years' qualifying service must be in the R.N.V.R. is abrogated in the case of those coming under the foregoing concessions.

8. An Officer who has previously been granted the R.N.V.R. Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

9. Men who have been granted the R.N.R., R.N.V.R. or R.N.A.S.B.R. Long Service Medals, and who have served for a further period which would have again qualified them for an award of a medal, may be awarded a clasp to the original medal. The clasp may also be granted under the same conditions to Officers who have received the medal, provided they are not eligible for the award of the Volunteer Officers' Decoration.

10. Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the T.F. Decoration or Medal, and have not qualified for either in respect of service during the war, may be allowed to reckon any period counting towards those decorations for the Volunteer Officers' Decoration or R.N.V.R. Medal, provided the last five actual years have been served in the R.N.V.R.

11. *Applications.*—Applications should be made on Form R.N.V. 12 to the Admiral Commanding, who will determine the validity or otherwise of any claim.

12. *Forfeiture of Medal.*—When the conduct of a member after he has been awarded the medal is considered to be such as to disqualify him from wearing it, he may be deprived of it by the Admiral Commanding. The deprivation will be reported to the Admiralty.

13. *Loss of Medal.*—When it is desired to replace a medal which has been accidentally lost by the holder, a declaration must be made before a Magistrate, or before a Commissioned Officer of the R.N.V.R., stating the circumstances in which the loss occurred, and the name, rank, and official number of the man to whom the medal belonged. This declaration will be sent to the Admiralty through the usual channel in the case of a man who is still serving, and direct in the case of one who has retired. The medal will be replaced, on payment, if the explanation as to its loss is considered satisfactory.

52.

53.

Digitized by Google

Chapter V.

SECTION 1.

Permanent Staff.

GENERAL.

Permanent Staff. (Table "C.")

54. The Permanent Staff of a Division is as laid down in Table "C" (page 10). (*See* Article **90** as regards Signal Instructors).

Duration of appointments.

55. The appointments to the Permanent Staff are made by the Admiralty, and are tenable for such period as the Admiralty may think fit, but not exceeding three years.

(2) As a general rule the appointments of Active Service Officers as Officer Instructors will be for a period of two years, and all other appointments to the Permanent Staff for a period of three years.

Authority for entry or discharge.

(3) No member of the Permanent Staff is to be entered or discharged without the authority of the Admiral Commanding.

Petty Officer Instructors in R.N.V.R. Divisions.

56. The following are the regulations governing the appointment of Petty Officers as Instructors in the Royal Naval Volunteer Reserve :—

(1) Names of applicants for these appointments are received at the General Depôts, the conditions of the appointments being then explained to them, and are entered on a roster in order of the applications.

(2) As vacancies occur in Divisions, application is to be made by Commanding Officers to the Commodore of the General Depôt, Portsmouth, through the Admiral Commanding. Suitable men of very good character, who are about to complete their time for pension, will then be selected.

(3) They are appointed for a period not exceeding three years, during which time they will not be liable to be employed on other duties or to be drafted to sea. They will however be required to serve afloat for short periods when required with parties of the Volunteers embarked for training. They may resign their appointment at any time during their service, and they will not be allowed to execute a third engagement while serving with the Royal Naval Volunteer Reserve.

(4) While holding these appointments they are to continue in receipt of the pay and allowances of their rating. They will be allowed travelling expenses under Article **379**, and will receive lodging and provision allowances at the usual rates except when embarked with Volunteers for training.

Digitized by Google

(5) Candidates who have completed time for pension are not retained on the roster to await appointments.

(*Article* **47**, *Drafting Regulations.*)

(6) On completion of time for pension, P.O. Instructors will be required to sign non-continuous service engagements in order to permit of pension and the pay and allowances of their rating being paid concurrently; time served, however, subsequent to completing time for pension will not count towards increase of pension.

(7) On appointment as Instructors, Petty Officers will be removed from the Depôt rosters for advancement.

(8) R.F.R. Instructors to the R.N.V.R. will be exempted from Reserve drill.

Month's notice required for relief.

57. A report is to be made by the Commanding Officer of a Division to the Admiral Commanding one month before any member of the Permanent Staff is due for relief, in order that the necessary arrangements may be made for appointing a successor.

(2) Similar notice is also to be given in the case of any member of the Permanent Staff who wishes to be relieved at his own request, &c.

(3) In no case is any action to be taken (such as applying for pension) until the approval of the Admiral Commanding has been received.

(4) The actual dates of entry or discharge are to be subsequently reported to the Admiral Commanding.

Presents, &c., not to be given to.

58. Officers, Petty Officers, and men of the Permanent Staff will be held responsible that they do not allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the Division to which they are attached.

Disposal on mobilisation.

59. On mobilisation, the Permanent Staff (other than the Active Service Officer Instructors) will remove from Headquarters to the Central Training Depôt, a small nucleus (1 Executive Officer, R.N.V.R., 1 Accountant Officer, R.N.V.R., 1 Petty Officer Instructor and 1 Shipkeeper) remaining temporarily to close accounts and to see that all Government stores and property on charge are accounted for and secured.

Leave. Arrangements for duty to be carried out during.

60. While members of the Permanent Staff are on leave or sick leave, proper arrangements must be made by the Commanding Officers for the efficient performance of their duties.

Medical attendance and Dental treatment.

61. Medical attendance and Dental treatment at the public expense are allowed to the Permanent Staff under the following conditions:—

(*a*) To Active Service Ratings, in all circumstances.

(*b*) To others only in cases of injuries received on duty.

Digitized by Google

(2) In cases where an Admiralty Surgeon and Agent is the nearest Medical Practitioner, or resides less than one mile from the patient's house, such Surgeon and Agent will attend, on the requisition of the Officer Instructor (or of the Commanding Officer in the case of an outlying sub-Division) on Form M. 211.

(3) In other cases a local Medical Practitioner (where possible one who resides within a mile of the house) is to be employed, the rate of charge not to exceed that authorised by Article **1331**R, King's Regulations and Admiralty Instructions.

(4) Dental treatment will be carried out by Dental Surgeons (Civil) adjacent to the different batteries, particulars being reported to the Accountant General of the Navy.

Issue of pay and clothing to.

62. The members of the Permanent Staff attached to the various Divisions are to be borne on the books of the appropriate Coastguard Area, except those of the London Division who are to be borne on the books of H.M.S. "President." They will accordingly receive their pay and allowances from the following sources:—

R.N.V.R. Division.	*To be paid by*
London	Accountant Officer, H.M.S. "President."
Scottish	Coastguard Paymaster, Edinburgh.
Sussex	do. Southampton.
Tyne	do. Hull.
Mersey	do. Bristol.
Bristol	do. Bristol.

(2) Pensioners, *e.g.*, Shipkeepers employed and paid on a civilian basis, are not entitled to Naval Kit Upkeep Allowance (*see* Articles **99** and **367**).

(3) The Service Certificates of the Permanent Staff are to be retained by the Commanding Officer or Coast Guard Captain of the Coast Guard Area concerned, except that those of the staff of the London Division will be kept by the Commanding Officer of H.M.S. "President." The Medical History Sheets are to be kept by the Medical Officer of the Division, care being taken that, when a member of the Permanent Staff is discharged, his Medical History Sheet is forwarded to the Commanding Officer of the Area or of H.M.S. "President," as the case may be. The "original" Dental History Card, M (D.S.) 1, should accompany the Medical History Sheet and record of any dental treatment should be noted thereon.

63.

SECTION II.

Officer Instructors.

Appointment of.

64. Officer Instructors will be appointed by the Admiralty, being selected from Officers on the Active List of the Royal Navy of and below the rank of Commander.

Digitized by Google

65. Officer Instructors will not, as heretofore, receive Commissions as Commanders in the Royal Naval Volunteer Reserve, but will rank according to the dates of their commissions in the Royal Navy. The command of the whole Division will always devolve upon the Senior R.N.V.R. Officer. Rank and Service of.

(2) Time served by Officer Instructors will count as "service." (Article **240**, King's Regulations.)

(3) On the relief of an Officer Instructor, the Commanding Officer of the Division is to prepare a form of Certificate (in duplicate) showing the periods of the Officer's service as Officer Instructor, and the manner in which he has performed his duties. This Certificate is to be forwarded to the R.N.V.R. Committee for concurrence and for the approval of the Admiral Commanding. The original Certificate will then be issued to the Officer, the duplicate being retained at the Admiralty for record.

(4) He is purely a Staff Officer, and is not entitled to take command of any of the R.N.V.R. when an Officer of the Royal Naval Volunteer Reserve is present, except for the purpose of instruction.

66. Before taking up his appointment, the Officer Instructor will be required to undergo a short course of Instruction in one of the Gunnery Schools. Short Course in Gunnery School.

67. An Officer Instructor is appointed to give instruction to the R.N.V.R. He is subject to the orders of the Commanding Officer of the Division, and he is required to assist him in carrying on the naval duties of the Division; but he is not to take any part in the civil affairs of the Division, except where expressly authorised by these Regulations. Not to take part in civil affairs of Division.

68. It is his duty to keep the sub-division Records of Service, and to make himself acquainted with all the members of the Division, their qualifications, &c. In the case of outlying sub-divisions, the Records of Service may, at the discretion of the Commanding Officer of the Division, be kept by the Officers in command of such sub-Divisions, but the Officer Instructor is to examine them periodically. Responsible for sub-division Records of Service.

69. He is to superintend the drills and exercises of the Division, and is, under the Commanding Officer, to have control over the Petty Officer Instructors of the several sub-Divisions both as regards their discipline and duties as Instructors. Diary to be kept by.

(2) He is to keep a diary in his own handwriting of the instruction imparted to the R.N.V.R. (on Form R.N.V. 5). The record of instruction should be entered in detail; details of outlying sub-Divisions are to be obtained periodically and entered in this diary, which will then form a complete record of instruction in the whole Division.

(3) This diary, which is also to contain a monthly tabular statement showing the names of Officers who have attended drill and the number of hours so employed, is to be transmitted

Digitized by Google

through the Commanding Officer of the Division (who should note his approval or otherwise thereon) to the Admiral Commanding on the first day of every month.

To report misconduct, &c., of Permanent Staff.

70. He is responsible that the duties of the Petty Officer Instructors and of the Permanent Staff generally are properly performed, and that the drills are in accordance with those laid down for the Royal Navy.

(2) Should he have occasion, he is to report any misconduct or incompetence on the part of a Petty Officer Instructor to the Admiral Commanding through the Commanding Officer of the Division.

Visits to outlying sub-divisions.

71. He is to pay at least two visits in each month to each outlying sub-Division.

R.N.V.R. Officer acting as Officer Instructor.

72. An officer of the R.N.V.R., who in the opinion of the Admiralty is duly qualified, may be appointed by the Admiralty to perform the duties of Officer Instructor during a vacancy, or during the absence of the latter Officer when attending a Gunnery Course under Admiralty appointment, or upon certified sick leave, and may be granted the naval pay of his rank (together with lodging allowance, if actually put to extra expense in this respect owing to his instructional duties) for the period during which he is so employed.

73.

74.

SECTION III.

Subsection (*a*).—General.

Petty Officer Instructors.

Appointment of.

75. Petty Officer Instructors will be selected from Active Service Petty Officers of the Royal Navy, under conditions laid down by the Admiralty from time to time.

(2) A roster of candidates for appointment as Petty Officer Instructors is kept at the Royal Naval Barracks at Portsmouth.

Rank and Uniform of.

76. The Petty Officer Instructors will retain their Naval rating, but will wear Chief Petty Officers' uniform, being given a free issue of such articles (*e.g.*, Cap Badge) as are required to complete their uniform to that of Chief Petty Officer.

Relief of.

77. Petty Officer Instructors, about to take up their appointments with the Royal Naval Volunteer Reserve, are to join at least four days before their predecessors' period of service with the Force has expired, to allow of the duties, &c. being properly turned over.

(2) The pay of the Petty Officers sent in relief is to be charged to Vote 1A, until their predecessors are actually discharged from Headquarters; afterwards to Vote 7.

Digitized by Google

78. They are to give instruction to the R.N.V.R. under the direction of the Officer Instructor. They are subject to the command of their Superior Officers of the R.N.V.R., and are to assist them in carrying on their naval duties, but they are not to take any part in the civil affairs of the Division. Command of and employment in R.N.V.R.

(2) They may be employed on clerical work, supervision of repairs, and general duties connected with the Division under the authority of the Officer Instructor, provided their instructional duties are not interfered with.

(3) They are purely Staff Petty Officers, and are not entitled by virtue of their Naval rank to take the command of any of the R.N.V.R., when a Petty Officer of the Force is present, except for the purpose of instruction.

79. They are to consider the Officer Instructor as their immediate superior, and apply to him in all matters that may be necessary. Duties of.

(2) They are expected on all occasions to set an example to the R.N.V.R., and they will only be allowed to retain their positions so long as they conduct themselves, and perform their duties, satisfactorily.

(3) Each Petty Officer Instructor is to keep such record of the drills carried out under his supervision as the Officer Instructor may require (*see* Article **69**, clause 2).

80.

81.

82.

83.

Divisional Ordnance Artificers.

84. An Ordnance Artificer for each Division will be selected, in the same way as the Seamen Class Instructors, from amongst men who are about to take their pensions, but will not actually be pensioned until the conclusion of their period of service in the R.N.V.R. They will be appointed under the following conditions:— Appointment of.

(1) The period of service with the R.N.V.R. is to be three years.

(2) The men are not to be liable for draft while holding these posts.

(3) On completion of time for pension they will be required to comply with Article **56**, clause 6.

85. The Ordnance Artificer is to consider the Officer Instructor as his immediate superior, and apply to him in all matters that may be necessary. Duties of.

Digitized by Google

(2) Under the direction of the latter he is to carry out the duties of examining and repairing the guns, mountings, small arms, &c. supplied to the Division.

(3) His services are also to be utilised for giving instruction to the R.N.V.R. in gun-mountings, breech-fittings, &c., the occasions being noted in the Officer Instructor's diary.

86.

87.

88.

89.

Subsection (*b*).—Signal and W/T Instructors.

90. An Active Service Chief Yeoman or Yeoman of Signals will be borne in each Division in addition to the Petty Officer Instructors allowed.

(2) Where W/T Schools are established, one Chief Petty Officer or Petty Officer Telegraphist will be borne in addition to the Petty Officer Instructors allowed.

(3) Both will be subject to the same conditions of service as other Petty Officer Instructors. (*See* Articles **75–79.**)

Signal Ratings on Temporary Staff.

Appointment of Coastguard Signalmen.

91. In certain cases where an Active Service Signal Instructor is not available, selected Coast Guard Station Signalmen will be attached as Divisional Signal Instructors for the instruction of the R.N.V.R. in Naval Signalling, and are to carry out any orders they may receive from the Officer Instructor.

(2) While attached to Royal Naval Volunteer Reserve Divisions, they are to consider the Officer Instructor as their immediate superior.

Not "Permanent Staff."

(3) They will not be considered as part of the "Permanent Staff."

Cease to be under order of C.O. of area while so employed.

(4) While employed with the R.N.V.R. they will cease to be under the orders of their Divisional Officer of Coast Guard, but they are to be included in the Coast Guard Officer's returns, &c., and are to be paid by the Coastguard Paymaster. The Officer Instructor is to furnish these officers with any information they may require.

Pay and allowances of.

(5) While employed with the R.N.V.R. they will receive their ordinary Coast Guard pay and allowances, and (if not provided with quarters) will be granted lodging allowance in accordance with Coast Guard Instructions.

Digitized by Google

They are to wear the uniform proper to their Coast Guard rating.

(6) They will be appropriated for mobilisation to War Signal Stations, and on peace manœuvres, mobilisation, &c., they will take up their appointments at such stations and will then come under the orders of their Divisional Officer of Coast Guard. Appropriation on mobilisation

92. Where practicable, a Coast Guard Station Signalman will be detailed by the Coastguard Captain to give signal instruction (under the supervision of the R.N.V.R. Divisional Signal Instructor) to R.N.V.R. ratings at outlying units. Signal Instruction. Arrangements for outlying companies.

93.

94.

95.

96.

SECTION IV.

Shipkeepers.

97. A total of 6 shipkeepers (including one 1st-class rate and 5 2nd-class rates) will be allowed to each drill ship, in order that the ship be maintained in an efficient condition, that watch-keeping be carried out, and that the above services may continue in the event of sickness. They are paid out of Vote 7 (*c*). Conditions of appointment.

98. A caretaker is allowed to each Headquarters or outlying establishment with the exception of the Clyde Division which is allowed three caretakers for Headquarters. Caretaker.

99. Shipkeepers and Caretakers are to wear a special uniform consisting of a blue serge double-breasted eight-button coat with a gold anchor on each side of the collar, blue serge waistcoat and trousers, and cap similar to that worn by Chief Petty Officers but with a gold anchor in lieu of the ordinary badge. White collars and ties are to be worn with this uniform. Uniform of.

2. On appointment, Shipkeepers and Caretakers will be supplied with the following free kit:—

Blue serge working dress as described above	2 suits.
Blue combination suits	2 ,,
Cap and anchor badge	1 ,,
Cap covers, white	2 ,,
Half-boots	1 pair.

3. They will also receive an allowance at the rate of 10*s*. per quarter to assist in the upkeep of this kit.

Digitized by Google

4. A Shipkeeper or Caretaker who voluntarily vacates his appointment, or who is discharged for misconduct or on account of sickness within his own control, within 12 months of being appointed will be required to refund the value of the kit supplied. The form of receipt given on supply of the kit is to contain an undertaking to this effect.

5. The men will receive their kits through the Accountant Officer of the R.N.V.R. Division to which they are attached, who will include the necessary items in his periodical demands for clothing on the Royal Victoria Yard, Deptford, the caps and blue serge suits required for shipkeepers being specially indicated on the demand to ensure the correct pattern being supplied. Duly completed self-measurement forms are to accompany the demands as usual. The Accountant Officer is to show the gratuitous issues to the Shipkeepers, &c., separately in his Clothing Account.

6. Shipkeepers and Caretakers will be allowed to purchase on repayment from service stocks, through the Accountant Officer of the Division to which they are attached, articles required to maintain their kit. Commanding Officers of Divisions are responsible that only such articles as may actually be necessary to keep the kit complete are demanded.

100.

101.

102.

103.

Chapter VI.—Entry and Appointment of Officers.

General.

Appointment of Procedure.

104. All officers of the Royal Naval Volunteer Reserve are appointed by the Admiralty and receive appointments, warrants or commissions in the same manner as officers of corresponding rank in the Royal Navy.

(2) All candidates recommended by the R.N.V.R. Selection Committee will be nominated by the Admiral Commanding for appointment, warrant or commission.

Entry of Emergency List Officers.

105. Officers of the R.N. and R.N.R. who have resigned their commissions, whether they are on the Emergency List or

Digitized by Google

not, may apply for enrolment in the R.N.V.R., and, if entered, will be commissioned in the rank for which they are eligible.

Form of application.

106. Commanding Officers of Divisions are to submit, through the R.N.V.R. Committee for the consideration of the Admiral Commanding, the names of persons whom they recommend for appointment or promotion as Officers in their Divisions.

(2) In the case of gentlemen who are recommended for first appointment, the application is to be accompanied by form R.N.V. 1, duly completed.

(3) R.N.V.R. ratings of all branches who fulfil the necessary qualifications may be considered with others for commissioned rank to fill vacancies in the establishment.

(4) Warrant officers will be chosen only from ratings.

Requirements on entry.

107. All officers will enter for General Service and will be available to serve wherever they may be required.

(2) Officers will not be required to enter for any fixed period.

(3) No applicant will be appointed to the R.N.V.R. unless he is of pure European descent, and the son of either natural-born or naturalised British subjects. In the event of an officer after appointment becoming a naturalised foreign subject it will be his duty to report the fact forthwith to the Admiral Commanding through his Commanding Officer, and to resign his commission.

(4) All candidates for entry must satisfy—

(*a*) A Medical Board that they are physically fit for service in the branch which they wish to enter.

(*b*) A Selection Board composed of members of the R.N.V.R. Committee that they have the qualifications required of an Officer. In the case of :—

(i) Engineer Officers, the Engineer-in-Chief will be represented on the Committee, together with the Engineer Officer on the staff of the Admiral Commanding.

(ii) Accountant Officers, the Paymaster Director-General will be represented, together with the senior Accountant Officer on the staff of the Admiral Commanding.

(iii) Medical Officers, the Medical Director General will be represented.

Entry of Officers.

108. Officers will be entered by the Selection Board in the particular branch of the R.N.V.R. for which they are best fitted. In exceptional cases they will be allowed to exchange into another branch at the discretion of the Admiral Commanding.

(2) All officers will be entered on probation and will not be confirmed until they have—

(*a*) Served for one year as probationary.

(*b*) Completed the prescribed period of training (except in the case of Probationary Chaplains, who perform no training).

Digitized by Google

(*c*) Been recommended as suitable by the Commanding Officer of H.M. Ship or establishment in which the training was performed, and the Commanding Officer of their Division.

(*d*) In the case of Probationary Surgeon Sub-Lieutenants, reached the age of 21.

(3) Exception will, however, be made in the case of those officers who served afloat during the war as officers in the R.N., R.N.R., or R.N.V.R., and such officers may count their sea service before and during the late war towards their seniority in the permanent R.N.V.R., provided that they do not enter senior to any pre-war R.N.V.R. officer of similar rank.

(4) Officers who joined the R.N., R.N.R., or R.N.V.R. during the war, but who performed no sea service, will be required to enter as Probationers, and will not count their war service towards their seniority in the R.N.V.R. except at the discretion of the Admiral Commanding.

Executive Officers.

Rules for entry into the various branches.

109. The age for officers on first appointment to the Executive Branch will be—

Probationary Midshipman - - -	17 to 21
Probationary Sub-Lieutenant - -	21 to 24

NOTE.—The maximum age of entry as Midshipman and the minimum age of entry as Sub-Lieutenant will be similar to that laid down as the minimum age for promotion to acting Sub-Lieutenant in the R.N.R., the latter being subject to periodical revision in order that it may approximate to the age at which Midshipman R.N. are being promoted.

(2) Executive Officers will be entered in one of these ranks, preferably as Midshipman.

(3) In special cases officers between the ages of 24 and 28 may be entered as Probationary Lieutenants, at the discretion of the Admiral Commanding.

Engineer Officers.

110. Engineer Officers who are qualified and experienced in internal combustion engines will be entered, but the branch may be opened to other Engineers subsequently as requirements arise.

2. Officers will be entered as Probationary Engineer Lieutenant subject to the following qualifications:—

(*a*) Age between 23 and 28 years.

(*b*) Possession of satisfactory records and qualifications which must include—

(i) Workshop service as defined below.

(ii) The possession of a University degree in Engineering, a diploma or certificate in Engineering, of a recognised Engineering Institution;

Digitized by Google

or, alternatively, satisfactory replies to the questions of a general Mechanical Engineering paper set at the Admiralty.

Workshop Service.—The workshop service of a candidate must have been performed in works where steam engines, boilers, &c., or internal combustion engines are made or repaired. No time served before the age of 15 will be counted.

Not less than two years of the apprentice time must have been spent at fitting, erecting, or repairing engines and machinery either in works or outside. The remaining two years may be made up of time spent in engine works at fitting, erecting, or repairing engines and machinery or at one of the other branches of the trade given below, or at an approved technical school; the time so spent to count as follows :—

Fitting, erecting, repairing, or turning - - - - -	Full time.
Working in drawing office -	Full time up to one year, and beyond one year one-half time.
Pattern-making - -	One-half time with a maximum allowance of one year.
Planing, slotting, shaping, and milling - - - - -	One-third time.
Boiler-making or repairing -	One-half time.
Smith work - - - - -	One-half time with a maximum allowance of one year.
Coppersmith work - -	One-third time with a maximum allowance of six months.

Workshop service other than the above may be accepted if it is considered by the Admiralty useful and equivalent training for an Engineer. For each 12 months of such service accepted the candidate must have performed at least an additional three months' service on marine engines, either in the works or on regular watch in the main engine-room or on day work at sea.

Service in a colonial or foreign workshop will not be accepted unless the Admiralty is satisfied in each case that its value is substantially equivalent to that of service performed in the United Kingdom.

Time spent after the age of 15 at an approved technical day school where there is an engineering laboratory, may be taken into account and accepted as equivalent to artisan service, usually at the ratio of three years in the technical school to two in artisan service, provided that the applicant has taken the full engineering course and can produce the Principal's certificate for regular attendance at all the approved classes and for satisfactory progress; and provided also that the remaining portion

Digitized by Google

of the time has been spent in works where engines, boilers, &c., are made or repaired, in accordance with the scale of values indicated above.

Special Branch.

111. The special branch of the R.N.V.R. will consist of those officers who have no qualifications for and are not required to perform Executive, Engineering, Medical, Accountant or Chaplains' duties, but who are required by the Navy as specialists in certain subjects such as Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c.

(2) Special Branch Officers will have executive titles and will be entered as Probationary Lieutenants (Sp.). Age on entry will be at the discretion of the Admiral Commanding.

Medical and Dental Branch.

112. Officers will be entered as Probationary Surgeon Lieutenants. Age on entry 21 to 32.

(2) Candidates must be registered under the Medical Act in force as qualified to practise Medicine and Surgery in Great Britain and Ireland. In applying, full particulars of Medical qualifications are to be stated.

(3) When selecting Medical Practitioners for appointment as Surgeons and Agents, or similar posts, the Admiralty will give preference to candidates who hold commissions in the R.N.V.R.

(4) *Probationary Surgeon Sub-Lieutenants.*—Medical Students attached to a leading Medical School who have passed their Intermediate Examination in Anatomy and Physiology but who are not fully qualified Medical Practitioners are eligible for appointment as Probationary Surgeon Sub-Lieutenants, R.N.V.R., if not less than 19 or more than 26 years of age.

113. Officers will be entered as Probationary Surgeon Lieutenants (D) except in the case of those who served as Dental Officers during the war. Age on entry 21 to 30.

(2) Candidates must be qualified and registered under the Dental Act in force as qualified to practice Dental Surgery in Great Britain and Ireland. In applying, full particulars of qualifications are to be stated.

Accountant Branch.

114. Officers will be entered as Probationary Paymaster Sub-Lieutenants between the ages of 21 and 25.

(2) Candidates will be required to be of good education and possessed of business qualifications and experience, and must be nominated by the Commanding Officer of the Division concerned.

Digitized by Google

Accountant Branch (C).

115. Officers of this Branch (who are required for Coding, Confidential Book and Clerical duties) will be entered as Probationary Paymaster Sub-Lieutenants (*C*). Age on entry 21 to 25.

(2) Candidates must possess good educational qualifications, such as matriculation or the passing of an Oxford or Cambridge local examination, and produce very good testimonials from the business in which they are employed.

Chaplains Branch.

116. Officers will be entered as Probationary Chaplains with the same status as Chaplains, R.N. Ages on entry not to exceed 40, except at the discretion of the Admiral Commanding.

Temporary Commissions.

117. The Admiralty have power to grant Temporary Commissions in the R.N.V.R. in such ranks as may be deemed appropriate to persons not belonging to the Reserve, either with or without the issue of a Proclamation calling out the R.N.V.R.

(2) Temporary Officers of the R.N.V.R. will be entitled while so employed to the rank, pay and allowances of the corresponding ranks in the Royal Naval Volunteer Reserve, or to such special pay and allowances as may be decided upon at the time of the engagement.

(3) Temporary Officers of the R.N.V.R. while employed as such will be treated in all other respects and be subject to the same regulations as Officers of the R.N.V.R.

Interpreter, appointment as.

118. Officers of the R.N.V.R. are eligible to qualify for the grade of Interpreter, and when called out for War Service, for appointment as such, in the languages mentioned in the King's Regulations and Admiralty Instructions; but the Regulations do not admit of R.N.V.R. Officers studying languages abroad on full pay.

(2) R.N.V.R. Officers are not entitled to repayment of travelling expenses incurred in attending examinations for qualification as Interpreter.

Honorary Commissions.

119. Each Division is allowed an Honorary Commander, and such Honorary Lieutenant-Commanders, Lieutenants, Sub-Lieutenants, Engineer Commanders, Engineer Lieutenant-Commanders, Engineer Lieutenants, Chaplains, Surgeon Commanders, Surgeon Lieutenant-Commanders, Surgeon Lieutenants and Surgeon Lieutenants (D) as the Admiralty may think fit to sanction on the recommendation of the Admiral Commanding.

(2) Such Officers may wear the uniform of their respective ranks on state and other ceremonial occasions within the British Empire; if worn, it must be that which is appropriate to the occasion.

Digitized by Google

(3) Honorary Commissions are restricted to gentlemen who, in the opinion of the Admiralty, have rendered such exceptional service in promoting the interests of the R.N.V.R. as to merit recognition by the award of an honorary commission.

(4) Honorary Commissions as Captain and Surgeon Captain may be granted to Honorary Officers who fulfil the following conditions:—

(*a*) Must have held a commission as Honorary Commander or Honorary Surgeon Commander for five years.

(*b*) Must be recommended by the Admiral Commanding, and have performed specially good service in the interests of the R.N.V.R. or the Admiralty.

Chapter VII.—Qualifications and Promotion of Officers.

General.

Qualification.

120. Officers of all branches below the rank of Captain on the Active List will, if qualified by the following Regulations, be eligible for promotion to the higher ranks, at the discretion of the Admiralty.

Date of Seniority.

(2) The date of Seniority of officers promoted will be the date on which their promotion was approved by the Admiralty, unless directions are given to the contrary.

Special.

(3) The Admiralty reserve to themselves the power of promoting officers of all branches to a higher rank, if considered deserving of the advancement on account of specially good service, although they may not have all the necessary qualifications as defined below.

(4) The Admiralty also reserve to themselves the power, where they consider it necessary in the interests of the R.N.V.R., and where such a course is recommended by the R.N.V.R. Committee, of granting the rank of Captain, R.N.V.R., to an Officer selected for the command of a Division, irrespective of whether he has previously held a commission in the R.N.V.R. or not.

For zeal.

121. R.N.V.R. Officers who shall have displayed zeal in promoting the efficiency of the Reserve will be favourably considered for advancement, either on the Active List or in retired rank when placed on the Retired List.

Half-yearly promotions.

122. Subject to vacancies existing in the establishment, promotion to Commander and Captain in all branches will be made half-yearly on the same dates as for R.N. promotions, viz., 30th June and 31st December.

Digitized by Google

123. At the discretion of the Admiral Commanding, pre-war Officers will be allowed to count any time served over three years in the ranks of Midshipman, Sub-Lieutenant or Paymaster Sub-Lieutenant as seniority in the next higher rank. **Time allowed to count.**

124. The ages and lengths of service laid down as qualifications for promotion may be altered from time to time, at the discretion of the Admiralty, in order to approximate to those in force for R.N. Officers. **Qualification —alteration in.**

125. In the case of Officers on List II., where the Commanding Officer of the Division is unable to give any opinion from personal knowledge, suitability for promotion will be judged on naval reports and qualifications. **Officers on List II.**

QUALIFICATIONS FOR PROMOTION.

Military Branch, Executive Officers.

126.—(1) *Warrant Officers.*—Will be eligible for promotion to Commissioned Officer from Warrant rank under the same rules as are laid down for corresponding ranks in the R.N.

(2) *Midshipman to Acting Sub-Lieutenant.*—Must have—

(*a*) Attained the age of 20 years.

(*b*) Served for two years as Midshipman, including probationary time.

(*c*) Performed the requisite obligatory naval training and drills and been well reported on.

(*d*) Passed a qualifying examination in Seamanship, Pilotage, and Gunnery.

(*e*) Been recommended by the Commanding Officer of his Division.

Notes.—The age in (*a*) may be altered from time to time to approximate to the age for promotion of Midshipmen, R.N.

The examinations in (*d*) will be held at Divisional Headquarters, the standard to be attained being laid down by the Admiral Commanding.

(3) *Acting and Probationary Sub-Lieutenant to Sub-Lieutenant.*—Must have—

(*a*) Attained the age of 21 years.

(*b*) Served for one year as Acting or Probationary Sub-Lieutenant.

(*c*) Performed not less than 28 days' naval training as an Acting or Probationary Sub-Lieutenant (afloat in the case of Probationary Sub-Lieutenant) and been well reported upon.

(*d*) Passed a qualifying examination in Seamanship, Pilotage and Gunnery (for Probationary Sub-Lieutenants only).

(*e*) Been recommended by the Commanding Officer of his Division.

Digitized by Google

(4) *Sub-Lieutenant to Lieutenant.*—

Class I.—*i.e.*, Those who have performed three months' continuous naval training as Sub-Lieutenant, including one of the courses laid down in Art. 133, or have obtained a Board of Trade Yachtmaster's or superior certificate. Must have—

(*a*) Served for 2½ years as Sub-Lieutenant, including acting or probationary time.

(*b*) Performed the requisite obligatory naval training as Sub-Lieutenant, and been well reported upon.

(*c*) Passed a qualifying examination in Seamanship, Pilotage, and Gunnery for which a higher standard will be required than is laid down for promotion to Acting Sub-Lieutenant.

(*d*) Been recommended by the Commanding Officer of his Division.

Class II.—*i.e.*, *Sub-Lieutenants* other than those included under Class I. Must have—

(*a*) Served for three years as Sub-Lieutenant, including acting or probationary time.

(*b*) Performed the requisite obligatory naval training as Sub-Lieutenant, and been well reported upon.

(*c*) Passed a qualifying examination in Seamanship, Pilotage, and Gunnery for which a higher standard will be required than is laid down for promotion to Acting Sub-Lieutenant.

(*d*) Been recommended by the Commanding Officer of his Division.

Note.—The examinations in (*c*) above will be held at the appropriate Naval School, both for Class I. and Class II., the standard to be attained being laid down by the Admiral Commanding.

(5) *Lieutenant to Lieutenant-Commander.*—Promotion will be granted automatically on attaining eight years' seniority as Lieutenant, provided that an officer has performed the requisite naval training. Probationary time served will count towards seniority in the confirmed rank.

(6) *Lieutenant-Commander to Commander.*—Promotion will be governed by selection from among these qualified.

Must have—

(*a*) Served for 11 years as Lieutenant and Lieutenant-Commander.

(*b*) Performed the requisite naval training.

(*c*) Taken an active part in the R.N.V.R.

Must be—

(*d*) Not less than 34 years of age.

Digitized by Google

(7) *Commander to Captain.*—Promotion will be governed by selection from among those qualified.

Must have :—

(*a*) Four years' service as Commander.
(*b*) Performed the requisite naval training.
(*c*) Taken an active part in the R.N.V.R.

Must be—

(*d*) Not less than 40 years of age.

(8) *Commodore 2nd Class.*—(*a*) The rank of Commodore 2nd Class is an honorary rank granted in time of peace to a few of the senior Captains on the active or retired lists, in recognition of good service.

(*b*) The rank does not entitle an officer to seniority which he does not possess as Captain, or to an appointment as Commodore if "called out," nor does it confer any right to hoist a broad pennant or to claim a salute.

(*c*) The rank of Commodore will be retained on retirement.

Special Branch.

127. Promotions will be made under the same regulations as are laid down for the corresponding ranks of Executive officers. (*See* Article **126.**)

Engineer Branch.

128. Probationary Engineer Lieutenants will be confirmed as Engineer Lieutenants after 12 months if recommended by the Commanding Officer of the ship in which training was carried out. The same rules apply for promotion to Engineer Lieutenant-Commander as are laid down for Executive Officers. (*See* Article **126.**)

Medical and Dental Branch.

129. Promotions will be made under the same regulations as are laid down for corresponding ranks of Medical and Dental Officers, R.N., except that no examinations will be held, and Officers must have performed the requisite naval training.

Accountant Branch.

130. *Paymaster Sub-Lieutenant to Paymaster Lieutenant.*—Promotion will be granted automatically after two years' service as Paymaster Sub-Lieutenant (including probationary time), provided that the requisite naval training has been performed and the Officer is recommended by the Commanding Officer of his Division.

(2) *Paymaster Lieutenant to Paymaster Lieutenant-Commander.*—The same rules will apply as are laid down for officers of the Executive Branch. (*See* Article **126** (5).)

Digitized by Google

(3) *Paymaster Lieutenant-Commander to Paymaster Commander.*—Promotion will be governed by selection from among those qualified. Must have—

(*a*) Twelve years' total time as Paymaster Lieutenant-Commander and Paymaster Lieutenant.

(*b*) Performed the requisite naval training.

(*c*) Taken an active part in the R.N.V.R.

Accountant Branch (C).

131. The same rules for promotion will apply as for other officers of the Accountant Branch. (*See* Article **130** and **201.**)

Failure to qualify.

132. Officers who fail to obtain the requisite qualifications for confirmation or promotion will be removed from the R.N.V.R. as follows :—

(1) Probationary Midshipman, if not confirmed within two years from date of appointment.

(2) Midshipman (confirmed), if not qualified professionally for Acting Sub-Lieutenant at 23 years of age.

(3) Acting or Probationary Sub-Lieutenant, if not confirmed as Sub-Lieutenant within two years from date of promotion or appointment.

(4) Sub-Lieutenant, if not qualified professionally for Lieutenant at 26 years of age.

(5) Probationary Lieutenant, if not confirmed as Lieutenant within two years from date of appointment.

Qualification in a special subject obligatory.

133. Each Executive officer after reaching the rank of Lieutenant, but not sooner, will be required to qualify in one of the following subjects (or such other subjects as may be rendered desirable by the development of naval warfare) for which instructional courses, not exceeding 4 weeks, will be arranged in the suitable Naval Schools and Establishments :—

Gunnery—General (excluding turrets and hydraulics), firing, fire control, aerial gunnery.
Torpedo—Torpedo and torpedo control, searchlights and searchlight control.
Electricity.
Navigation and pilotage.
Signals.
Coastal Motor Boats—(Handling of boats and knowledge of weapons.)
Minesweeping in all its branches.
Anti-Submarine Defence in all its branches.

(2) The syllabus and length of course in each subject will be laid down by the Admiralty, and may be varied from time to time.

Digitized by Google

(3) On completion of a course, Officers are to be examined, and the Commanding Officer of the School is to render a report to the Admiralty, a duplicate being sent to the Admiral Commanding.

(4) In the case of an Officer failing to qualify, the Commanding Officer of the School should state to what cause he attributes the failure (*e.g.*, inattention, inability to learn, &c.).

Qualifications required of R.N.V.R. Officers for Naval command.

134. A Lieutenant or Lieutenant-Commander, R.N.V.R., who possesses the qualifications laid down in Article 24, will be granted, at the discretion of the Admiralty, the same privileges as regards command under the same conditions as in the case of an R.N.R. Officer.

(2) The retention of the qualification for naval command under these regulations shall be conditional on an officer complying with the regulations for subsequent naval training and on being well reported on.

135. Officers may present themselves before the examiners of the Board of Trade, to be examined for certificates or "extra certificates" in Navigation and Seamanship.

(2) Candidates who wish to sit for these examinations should apply through their Commanding Officer to the R.N.V.R. Committee, who will communicate with the Assistant Secretary, Marine Department, Board of Trade, giving the name of the candidate and the port at which he wishes to be examined.

136.

137.

Chapter VIII.—Training of Officers.

SECTION I.

Obligatory Training.

138. The following periods of training will be obligatory in the various branches and ranks:—

Executive Officers.

(1) *Warrant Officers.*—Nil.

(2) *Probationary Midshipmen, Probationary Sub-Lieutenants and Probationary Lieutenants.*—The first period of training will be 28 days in a seagoing ship, and will be performed (at option) in the first or second year of an Officer's service.

Digitized by Google

(3) *Midshipmen, Sub-Lieutenants, Lieutenants and Lieutenant-Commanders.*—28 days every alternate year, or (at option) 14 days every year.

Note.—(*a*) Training afloat and courses in Naval Establishments may be taken alternately if desired, but a minimum of 14 days biennially is to be spent afloat.

(*b*) Officers on List II., *i.e.*, those who do not attend drills at the Divisional Headquarters, will be required to perform seven days' additional biennial training.

(4) *Commanders and Captains.*—14 days' training biennially, performed in suitable courses in Gunnery, Torpedo, Signals, and Navigation, which will be arranged for them.

Engineer Officers.

139.—(1) *Probationary Engineer Lieutenants.*—14 days' training in a Naval Establishment, to be performed in the first year of service.

(2) *Engineer Lieutenants, Engineer Lieutenant-Commanders, and Engineer Commanders.*—14 days' training biennially in a Naval Establishment.

Special Branch.

140.—(1) *Probationary Lieutenants.*—14 days' training at a suitable Naval School or Establishment, to be performed during the first year of service.

(2) *Lieutenants, Lieutenant-Commanders and Commanders.*—14 days' training biennially at a suitable Naval School or Establishment.

Medical and Dental Branch.

141.—(1) *Probationary Surgeon Lieutenants.*—28 days' training in a suitable ship during their first year of service.

(2) *Surgeon Lieutenants and Surgeon Lieutenant-Commanders.*—

(*a*) 14 days' training in a Naval Hospital during either the third or the fourth year of service.

(*b*) 14 days' training in a Naval Depôt during either the fifth or the sixth year of service.

(*c*) 14 days' training biennially at sea or in a Naval Hospital or Depôt during subsequent service.

(3) *Surgeon Commanders.*—14 days' training biennially at sea or in a Naval Hospital or Depôt.

Notes on Special Training for

(4) Probationary Surgeon Lieutenants will be required to undergo the following course of training, and to obtain certificates from the Medical Director-General of the Navy that

Digitized by Google

Medical Officers.

they have been instructed in these duties, and have taken full advantage of the instruction:—

(*a*) The arrangements for the treatment of wounded in action.

(*b*) The keeping and rendering of accounts and returns.

(*c*) The victualling of the sick.

(*d*) The method of sending patients to hospital.

(*e*) General hygiene of a ship.

(*f*) General welfare and health of officers and men.

(5) The Hospital Course for Surgeon Lieutenants and Surgeon Lieutenant-Commanders will embrace instruction in—

(*a*) The routine of ward work.

(*b*) The admission and discharge of patients.

(*c*) The dieting of hospital patients.

(*d*) The examination of recruits.

(*e*) The method of keeping and rendering returns.

(*f*) General health of staff (officers, nurses and men).

141A.—(1) *Probationary Surgeon-Lieutenants (D).*—28 days in a suitable ship or Naval Establishment during their first year of service.

(2) *Dental Officers:*—

(*a*) Officers who served during the war. Fourteen days at sea or in a Naval Hospital or Depôt, triennially.

(*b*) Officers who did not serve during the war. Fourteen days at sea or in a Naval Hospital or Depôt during the 3rd, 4th or 5th year, and 14 days triennially during subsequent service.

(3) Probationary Surgeon-Lieutenants (D) will be required to undergo the following courses of training, and to obtain certificates from the Medical Director-General of the Navy that they have been instructed in these duties and have taken full advantage of the instruction:—

(*a*) The dental examination of recruits and drafts.

(*b*) The arrangements for the treatment of the personnel.

(*c*) The method of recording dental operations.

(*d*) The keeping and rendering of accounts and returns.

(*e*) The treatment of wounded in action.

(*f*) General routine duties.

(4) The Course for Surgeon Lieutenants (D) will embrace instruction in all duties appertaining to a Dental Officer serving at sea, in a Naval Hospital or Depôt. While undergoing training, they will be regarded as forming part of the Staff of the Dental Officer.

141B.—(1) *Probationary Surgeon Sub-Lieutenants.*—Twenty-eight days during their first year of service.

(2) *Surgeon Sub-Lieutenants.*—Fourteen days biennially.

Digitized by Google

(3) When undergoing training and when called up for active service the duties of these officers will include the following :—

First Aid on board fighting ships.
Transport duties on shore.
Clinical dressing.
Clerical duties at the Naval Hospitals or on board Hospital ships.

(4) They will be liable to serve either ashore or afloat as may be directed by the Admiralty and wherever the Admiralty may have need of their services.

Accountant Branch.

142.—(1) *Probationary Paymaster Sub-Lieutenants.*—

(*a*) 28 days' training in a seagoing ship during the first year of service.

(*b*) Routine duties at R.N.V.R. Headquarters.

(2) *Paymaster Sub-Lieutenants, Paymaster Lieutenants, and Paymaster Lieutenant Commanders.*—14 days' training biennially.

(3) Whilst undergoing training, Officers of the Accountant Branch, R.N.V.R., will be regarded as forming part of the staff of the Accountant Officer ; they will be instructed in the practical duties of Accountant Officers in regard to pay accounts, the receipts, issue, care and preservation of provisions, clothing and other stores on board H.M. Ships, and in Captain's office work.

Accountant Branch (C).

143.—(1) *Probationary Paymaster Sub-Lieutenants (C).*—28 days' training in a seagoing ship during the first year of service.

(2) *Paymaster Sub-Lieutenants (C), and Paymaster Lieutenants (C)*—14 days' training biennially.

(3) Whilst under training, Officers of this branch will be regarded as forming part of the staff of the Accountant Officer, and will be instructed in naval clerical work generally, use of books such as King's Regulations and Admiralty Instructions, Admiralty Fleet orders, and in coding duties, &c.

(4) All training will be performed afloat except in the case of Officers selected for confidential book duties, who will first undergo one week's course at the Intelligence School, R N. College, Greenwich. They must requalify in this course every four years. The course will comprise instructions regarding secret and confidential books, the keeping of confidential book registers, and the routine work required in connection with the issue, correction, suspension and destruction of books.

Chaplains.

144. Probationary Chaplains and Chaplains will not perform any training.

Digitized by Google

SECTION II.

Voluntary Training.

145. In addition to obligatory training, voluntary training may be carried out under the following conditions :—

Executive Officers.

(2) Commanders and Captains will be allowed to embark in H.M. Ships during Manœuvres and Fleet Exercises, but this will not count in lieu of obligatory training.

(3) Executive Officers below the rank of Commander, who are able to take advantage of it, will be given facilities to perform additional naval training as follows :—

(*a*) Appointment to H.M. Ships during Manœuvres and Fleet Exercises, including the more important Gunnery practices.

(*b*) Appointment to one of H.M. Ships for any period exceeding 28 days up to three months.

(*c*) Long courses, not exceeding 10 weeks, confined to the subject in which an Officer has already qualified (as in Article **133**), provided that not less than four years have elapsed since qualifying or last requalifying.

(4) Short courses in Gunnery, Torpedo, Signals and Navigation of 14 days' duration (11 working days), will be held at Naval Schools for Officers of all ranks, provided that not more than two courses are taken in one year.

Warrant Officers.

(5) Warrant Officers may perform voluntary training as supernumerary officers in a commissioned ship up to a maximum of 14 days in each two years of service.

Other Branches.

146. All other Officers (except Chaplains, who will not perform any training), may be permitted to undergo training not exceeding 28 days per annum at suitable Naval Schools or Establishments, at the discretion of the Admiral Commanding.

147. *Submarine Service.*—Volunteering for the Submarine Service will be open to Officers of the Special Branch and to Engineer Officers, but not to Executive Officers.

148.

149.

Digitized by Google

Chapter IX.

SECTION I.

Entry of R.N.V.R. Men.

GENERAL.

Branches.

150. The Royal Naval Volunteer Reserve of men is composed of the following branches :—

Seaman (including Buglers).
Signal.
Wireless Telegraphy.
Engine Room Artificer, Electrical Artificer, and Ordnance Artificer.
Motor Mechanic.
Artisan.
Writer and Victualling.

(2) All R.N. ratings in the above branches will be represented in the R.N.V.R., except that Boys and 5th class Artificers and Artisans will not be entered ; neither will advancements to Chief Artificer nor Chief Artisan rates be permitted at present.

(3) Seamen, Signalmen, and Telegraphists will enter as Ordinary Seamen for General Service.

Seamen will be selected for their special branch after having attained the rating of Able Seaman.

Ordinary Seamen will be allocated to the Signal and Telegraphist Branches on completing 20 drills, and passing a simple seamanship examination at headquarters before their first period of training afloat.

(4) Ratings other than Seamen, Signalmen and Telegraphists will be entered in the lowest man's rate of their branch obtaining in the R.N., except that Artificers and Artisans will not be entered below 4th class.

Non-substantive ratings.

151. All R.N.V.R. Seamen will be required to qualify in a special subject during their first period of service ; they will subsequently be allowed to volunteer to qualify for non-substantive rates according to requirements.

War service in the R.N., R.N.R. and R.N.V.R.

152. Subject to the establishment not being exceeded, men who have served in the R.N., R.N.R., or R.N.V.R. during the war will be entered in the confirmed rating to which they attained during the war.

(2) Men advanced to higher ratings in the Royal Naval Division will be entered in such higher ratings provisionally, but will be required to qualify for these ratings within two years from date of engagement (their ratings being then antedated to their original enrolment) failing which they will revert to the lower ratings for which they are then qualified.

Digitized by Google

153. The following are not to be enrolled in the R.N.V.R. :— Men not eligible to be enrolled.

(1) Men who are serving, or bound to serve, in any other of His Majesty's Forces.

(2) Men eligible for the Royal Fleet Reserve.

(3) Men serving in Dockyard tugs and craft.

(4) Men on the Established List of one of H.M. Naval Establishments.

(5) Indentured apprentices, except with the written consent of their masters.

(6) Artificers and Artisans employed by firms carrying out Government work, who are certified by their employer as being required to carry out work of national importance in war time.

(7) Persons dismissed or discharged from any other of H.M. Services for misconduct, or on account of physical unfitness—without the special sanction of the Admiral Commanding.

154.

155. Care must be taken to avoid interference with recruiting for the Royal Naval Reserve. Interference with recruiting for R.N.R.

156. Each R.N.V.R. rating upon joining is to be attached to some sub-Division. Transfer to other Divisions and Sub-divisions.

(2) An R.N.V.R. rating may be transferred from one sub-Division to another, but only with the consent of the Commanding Officers of the sub-Divisions concerned and under the approval of the Commanding Officer of the Division.

(3) An R.N.V.R. rating may be transferred from one Division to another, but only with the consent of the Commanding Officers of both Divisions.

157. Each sub-divisional Officer is to see that an accurate register is kept of the addresses of the men in his sub-Division. Address List to be kept.

(2) Any R.N.V.R. rating changing his address is required to notify the same in writing to the Petty Officer of the section to which he is attached, who is promptly to communicate the same to his Chief Petty Officer for notation in the register.

158. No applicant is to be accepted for enrolment in the R.N.V.R. unless he is the son of British-born subjects, is able to speak and understand the English language, can sign his name, is free from physical defects, has been vaccinated, and is in all respects suitable. Requirements on entry.

Persons born out of His Majesty's Dominions are only to be entered if proof (attested by documentary evidence to be attached to the candidate's entry papers) is produced that both parents are, or were, British-born subjects.

Digitized by Google

(2) No men of coloured races are to be entered in the R.N.V.R.

(3) Every applicant for entry in the R.N.V.R. is subject to examination by—

(*a*) The Medical Officer.

(*b*) The Commanding Officer of the Division, or, in the case of outlying sub-Divisions, the Commanding Officer of the sub-Division, who is to satisfy himself that the applicant is a fit and suitable person to be entered.

For this purpose the Commanding Officer may appoint such other Officers, as he thinks fit, to assist him.

(4) Every applicant for enrolment is required to complete Divisions (A) and (B) of Form R.N.V. 1. Every man upon joining the Royal Naval Volunteer Reserve will be required also to sign an undertaking in the form set out in Appendix A, to serve for at least four years as an efficient member.

Service.

159. The engagement of every man, whether on enrolment or re-enrolment in the R.N.V.R., is for a period of four years.

(2) The total period of any man's service on the active list of the R.N.V.R. is not to exceed five terms of four years, *i.e.*, 20 years in all, except in the case of C.P.O.s and P.O.s, when, in special circumstances only, extension may be made, at Admiralty discretion, to 24 years.

(3) On the completion of each period of four years' enrolment, men will, in order to continue in the Reserve, be required to re-enrol for a further period of four years.

(4) Re-enrolment is in each case conditional upon the man's services being required, and subject to his being in all respects an efficient volunteer, and to his previous record in the Reserve having been satisfactory.

Rules for entry.

160. Ages for entry are—

Buglers - - - - - - -	15 to 18
Seamen, Signalmen and Telegraphists	18 to 24
Motor mechanics - - - -	21 to 28

(2) Youths over 17 years may be entered if they have served not less than two years in a Boys' Corps affiliated to a R.N.V.R. Division.

(3) Other ratings as for R.N.

Engine Room Ratings.

161. *Engine Room Artificers.*—Men who are fully qualified workmen in one of the following trades will be eligible to enrol as Acting Engine Room Artificers, 4th Class, the proportion of numbers in each trade to the total number entered being as shown:—

Fitters - - - -	70 per cent.
Boilermakers - - -	20 „
Smiths and coppersmiths -	10 „

Digitized by Google

(2) Candidates must possess the qualifications laid down for Acting Engine Room Artificers, 4th Class, R.N., in Appendix XV., King's Regulations and Admiralty Instructions, Vol. II., with the exception of the professional examination laid down.

(3) They must produce satisfactory recommendations from their employers; and

(4) Pass a technical examination in their trade before a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters.

162. *Motor Mechanics.* — Candidates must possess the following qualifications:—

(1) At least two years' practical experience in the manufacture, repair and running of internal combustion engines.

(2) Produce satisfactory recommendations from their employers; and

(3) Satisfy a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters as to their ability in accordance with (1).

163. *Acting Chief Motor Mechanics, 4th Class*—Are required to have five years' practical experience in workshops, and a high knowledge of internal combustion engines and their repair. They must pass a technical examination before a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters.

(2) The age limits are those laid down for Acting Engine Room Artificers, 4th Class, in the Royal Navy, namely 21 to 28 years.

164. *Ordnance and Electrical Artificers and Artisans.*— Candidates for the Ordnance and Electrical Branches will be entered as Acting Ordnance Artificers, 4th Class, and Acting Electrical Artificers, 4th Class, respectively, under similar conditions to those for Acting Engine Room Artificers, 4th Class.

(2) Men already enrolled in other branches, who hold a confirmed trade certificate obtained in the R.N., will assume the rating in the R.N.V.R. corresponding to their trade certificate. Trade certificates will not, however, be awarded in future, as all men will be required to enter the branch for which they are fitted.

(3) Every man entering one of the Artificer or Artisan branches must be a fully qualified workman at his particular trade.

(4) A qualified journeyman or tradesman in civil life, who can produce satisfactory recommendations from his employer, will be accepted for the R.N.V.R. without carrying out a trade test, his confirmation being subject to his producing a satisfactory recommendation from the Commanding Officer of the ship in which he carries out his *first* period of training. (*See* Appendix C, Parts I. (7) and II. (10).)

Digitized by Google

R.N.V.R. Boys' Corps.

165. R.N.V.R. Boys' Corps may be affiliated to R.N.V.R Divisions under the following regulations, but no R.N.V.R. Boys' Corps is to be affiliated to any Division without the prior consent of the Admiral Commanding :—

(1) One or more companies of boys may be attached to a Division of the R.N.V.R. There shall be no minimum strength for such companies, but the maximum number for each shall be 100 boys. As a rule either at head-quarters or in the case of an outlying sub-Division the number of boys shall not exceed the number of R.N.V.R. Seaman ratings.

(2) Financial assistance is given by the Admiralty to recognised R.N.V.R. Boys' Corps.

(3) The boys shall be known as "R.N.V.R. Boys."

(4) No boy shall be enrolled under the age of 12 or remain on the list after attaining the age of 17. At that age a boy is eligible for enrolment in the R.N.V.R. provided he has completed two years' satisfactory service in the Boys' Corps.

(5) No boy shall be enrolled except with the written consent of his parents or guardians, and, if an apprentice, the written consent of his master.

(6) The Commanding Officer of a Division may, at his discretion, discharge any boy.

(7) The boys may receive their training at the drill establishments of the Division to which they are attached, under the direction and at the discretion of the Commanding Officer. The services of the permanent staff will be available for this purpose, so long as no interference with the regular and proper instruction of the men is caused, and R.N.V.R. Petty Officers and men are invited to assist as far as possible.

(8) The immediate care and supervision of the boys shall be entrusted to a gentleman specially recommended for the purpose by the Commanding Officer with the honorary rank of Lieutenant, R.N.V.R., to be held only while so serving.

(9) Boys shall be eligible to be rated upon the recommendation of the Officer Instructor, approved by the Commanding Officer, as Petty Officer Boys and Leading Seaman Boys; the numbers of such ratings to be allowed shall be in the proportion of two Petty Officer Boys and three Leading Seaman Boys to every 25 boys.

(10) Boys who enlist directly into the R.N.V.R., either through the Probationer Company or otherwise, may, at the discretion of the Commanding Officer of the Division in which they are enrolled, be excused all or part of their recruit drill.

Digitized by Google

(11) Boys shall wear the R.N.V.R. uniform applicable to their rating with a distinctive cap ribbon bearing the words "R.N.V.R. Boys' Corps"—but this uniform will not be supplied at Government expense. No boy whilst in uniform shall be present at any political, trade or other meeting or procession. Should boys wish to attend such meetings they must appear in civilian clothes. The Commanding Officer of the Division to which the boys are attached shall make such arrangements for providing clothing as he may consider most convenient and economical.

(12) The boys shall be inspected annually, in conjunction with the Division R.N.V.R. to which they are attached, by the Admiral Commanding or an Officer deputed by him.

(13) The R.N.V.R. Boys' Corps shall be mentioned, and the names of the Honorary Officers in charge of them inserted, in the Navy List.

(14) Subject to the foregoing regulations Commanding Officers of Divisions may approve additional regulations, having regard to local conditions.

SECTION II.

Qualification of Men.

Allocation to special branches.

166. Able Seamen, on being rated such, will be allocated to the Gunnery, Torpedo, Anti-Submarine, or Minesweeping branches, or to such other branches as the Admiralty may from time to time approve, the numbers so allocated depending on Admiralty requirements. (*See* Article **150** (3) for Signal and Telegraphist branches.)

(2) Men should be encouraged by the Commanding Officers of Divisions to qualify in the special branch to which they are allocated as early as possible, in order that full advantage may be taken of subsequent naval training.

Qualification in branch.

(3) Civil occupation and personal inclination will be taken into consideration, men being given an opportunity to volunteer for any particular branch.

(4) The Commanding Officer of a Division may transfer a man from one branch to another if he considers it desirable, all such transfers being reported to the Admiral Commanding with full reasons.

(5) After qualification in a Special Branch, men will perform their subsequent naval training in the branch to which they are allocated.

167. Men allocated to a branch will be required to qualify in that branch at the appropriate Naval School or Establishment during their first period of service, the course not exceeding 14 days (11 working days); and, unless they hold a non-substantive rating, to requalify in each subsequent period.

Digitized by Google

(2) Any man who fails to qualify on completion of a course in the subject to which he is allocated will be liable to discharge from the R.N.V.R. at the discretion of the Admiral Commanding.

(3) Details of courses are given in Appendix C.

(4) These qualifications will be noted on men's Service Certificates and History Sheets.

Non-Substantive Rating.

168. Men who have qualified in accordance with Article **167,** may volunteer to undergo a course at the appropriate Naval School, not exceeding 4 weeks, to qualify for non-substantive rating in the branch to which they are allocated, and, if passed, will be given the non-substantive rating and during training or service in the Royal Navy non-substantive pay laid down for corresponding ratings R.N.

(2) Higher non-substantive rates may be obtained under similar conditions as in the R.N.

(3) Men will be required to requalify for the non-substantive rating they hold or alternatively if they volunteer, are eligible and are recommended, to qualify for a higher one during each period of service.

(4) To obtain a non-substantive rating, R.N.V.R. men will be required to possess the same standard of knowledge as that possessed by similar R.N. ratings.

(5) R.N.V.R. ratings will not be eligible for training in the Submarine Service.

169. All men volunteering to qualify in a non-substantive rating are to apply to the Officer Instructor (through the Sub-divisional Officer) of their Division for a recommendation. A recommendation is only to be given to volunteers who are considered suitable for the particular non-substantive rating for which they apply, and who are considered to possess the necessary capabilities to make it likely that they will be able to pass the qualifying examinations.

170.

171.

172.

173.

174.

SECTION III.

Confirmation and Promotion of Men.

175. The general principle governing the qualifications for promotion of R.N.V.R. ratings is that the same standard of

Digitized by Google

knowledge and ability will be required of them as of similar R.N. ratings, subject to specified exceptions or to such other exceptions as in future may be found desirable.

(2) Petty Officers, and Leading Seamen of all branches within the establishment laid down, are to be rated by the Commanding Officer of the Division, provided they are recommended by the Commanding Officer of their sub-Division, the Commanding Officer of the last ship in which training has been carried out, and possess the qualifications laid down. All other qualifications being equal, preference in advancement should be given to those who have a good command of men. (*Re* disrating, *see* Art. **284**.)

(3) Advancements up to and including advancement to Petty Officers of all branches will be made by the Commanding Officer of the Division.

(4) Advancement to Chief Petty Officer and Warrant Officer of all branches will be made by the Admiral Commanding.

Seaman Branch.

176.—(1) *Ordinary Seaman to Able Seaman.*—To qualify for advancement, an Ordinary Seaman must—

(*a*) Be 19 years of age.

(*b*) Have completed one year's service as Ordinary Seaman.

(*c*) Have qualified as "efficient" at R.N.V.R. Headquarters.

(*d*) Have performed 14 days' naval training in one of H.M. ships.

(*e*) Have passed examinations at R.N.V.R. Headquarters in Seamanship and Gunnery.

(*f*) Have passed the Educational Test, Part I. (At the discretion of the Commanding Officer.)

(2) *Able Seaman to Leading Seaman.*—Advancement will be by selection; to qualify, an Able Seaman must—

(*a*) Have completed four years' service as Able Seaman.

(*b*) Have performed two periods of naval training as Able Seaman.

(*c*) Have passed for Leading Seaman in Seamanship, including handling of boats, at R.N.V.R. Headquarters.

(*d*) Have passed the Educational Test, Part I. (At the discretion of the Commanding Officer.)

(3) *Leading Seaman to Petty Officer.*—Advancement will be by selection; to qualify, a Leading Seaman must—

(*a*) Have completed four years' service as Leading Seaman.

(*b*) Have performed two periods of naval training as Leading Seaman.

Digitized by Google

(*c*) Have passed for Petty Officer in Seamanship, including handling of boats, before a Board (one member of which must be a Senior Officer, R.N.) at the R.N.V.R. Headquarters.

(*d*) Hold a non-substantive rating.

(*e*) Have been recommended for Petty Officer by the Commanding Officer of one of H.M. Ships, in which training has been performed.

(4) *Petty Officer to Chief Petty Officer.*—Advancements to Chief Petty Officer will be by selection, and will be made by the Admiral Commanding under the same conditions as laid down for Chief Petty Officer (Seaman Branch), R.N.

(5) *Chief Petty Officer to Warrant Officer.*—A Chief Petty Officer with not less than 15 years' man's time will be eligible for promotion to Boatswain. Candidates must pass the examination as laid down for Boatswains, R.N., the examination being held at a Naval School or Establishment. (*See* Article **301** King's Regulations and Admiralty Instructions.)

Signal and W/T Branch.

177. To qualify for advancement to Signalman or Telegraphist, an Ordinary Signalman or Ordinary Telegraphist must—

(*a*) Be 19 years of age.

(*b*) Have completed one year's service.

(*c*) Have qualified as "efficient" at R.N.V.R. Headquarters.

(*d*) Have performed 14 days' naval training in one of H.M. Ships.

(*e*) Have passed the necessary examination in Signals or Wireless Telegraphy.

(2) Signalmen and Telegraphists, in order to qualify for advancement to Leading Signalman and Leading Telegraphist, and Leading Signalmen and Leading Telegraphists, in order to qualify for advancement to Yeoman of Signals and Petty Officer Telegraphist, respectively, must—

(*a*) Be recommended by the Commanding Officer of the ship during their last period of training as being in all respects suitable for advancement.

(*b*) Have completed 4 years in their present rating.

(*c*) Have passed the prescribed examination at a Signal School.

(3) Yeomen of Signals and Petty Officer Telegraphists, in order to qualify for advancement to Chief Yeoman of Signals and Chief Petty Officer Telegraphist, must :—

(*a*) Be recommended by the Commanding Officer of the ship during their last period of training as being in all respects suitable for advancement.

Digitized by Google

(*b*) Have completed at least 2 years in their present rating.

(*c*) Have passed the prescribed examination at a Signal School.

(4) Advancement of all ratings mentioned in Clauses 2 and 3 will be by selection. The syllabus of the courses and examinations are shown in Appendix C.

178. Chief Yeomen of Signals and Chief Petty Officer Telegraphists with not less than 15 years' man's time will be eligible for promotion to Warrant Rank. Candidates must pass the prescribed examinations and be recommended, during the last 3 years of their service as Chief Petty Officers, by the Commanding Officer of the ship in which they have completed their annual training.

Engine-room Artificers.

179. *Confirmation.*—An Acting Engine Room Artificer, 4th Class, will be confirmed provided he has—

(*a*) Completed one year's service as Acting Engine Room Artificer, 4th Class.

(*b*) Performed 14 days' naval training.

(*c*) Been recommended as likely to make an efficient Engine Room Artificer by the Commanding Officer and Engineer Officer of one of H.M. Ships.

(2) *Advancement.*—Advancement to Engine Room Artificer, 3rd Class, will be dependent upon obtaining R.N. Stokehold and Engine-room Certificates, opportunity being given for extended voluntary training up to a maximum of 6 months.

The periods of service and the qualifications for advancement in class will be as laid down for similar Engine Room Artificers, R.N. (*See* App., XV., No. 27, and relative Nos. Addenda King's Regulations and Admiralty Instructions.)

Motor Mechanics and Chief Motor Mechanics.

180.—(*a*) A Motor Mechanic will be eligible for advancement to Acting Chief Motor Mechanic, 4th Class, if he possesses the qualifications required for an Acting Chief Motor Mechanic, 4th Class, on entry, has performed the naval training laid down for Motor Mechanics, and has been recommended by the Commanding Officer and Engineer Officer of the Naval Establishment in which his training has been performed.

(*b*) An Acting Chief Motor Mechanic, 4th Class, will be eligible for confirmation after one year's service as such, provided he has performed 14 days' naval training and has been recommended as likely to make an efficient Chief Motor Mechanic by the Commanding Officer and Engineer Officer of the Naval Establishment in which his training has been performed.

Digitized by Google

(c) Chief Motor Mechanics, 4th Class, will be eligible for advancement to Chief Motor Mechanic, 3rd, 2nd and 1st Class, after 3, 7 and 12 years' service, respectively, as Chief Motor Mechanic, provided that they are of satisfactory character and are recommended by the Commanding Officer and Engineer Officer of the Naval Establishment in which they perform their training. Not more than one year's service as Acting Chief Motor Mechanic, 4th Class, shall be allowed to count towards the 3, 7 and 12 years' service required for advancement to Chief Motor Mechanic of a higher Class.

Relative Ranks.

Motor Mechanics rank with Stoker Petty Officers of four years' seniority. Chief Motor Mechanics are divided into classes similarly to Engine Room Artificers, namely—

Acting Chief Motor Mechanic, 4th Class.
Chief Motor Mechanic, 4th Class.
Chief Motor Mechanic, 3rd Class.
Chief Motor Mechanic, 2nd Class, and
Chief Motor Mechanic, 1st Class,

ranking with Engine Room Artificers of the corresponding classes.

Writer and Victualling Ratings.

181. The advancement of Writer and Victualling ratings, R.N.V.R., will follow the Regulations applicable to the corresponding ratings in the R.N. with the following modifications.

(2) A rating is not to be advanced until he has received a Certificate, approved by the Captain of the ship in which he is carrying out his training, to the effect that he is fit for the higher rating. In considering the grant of this certificate, Commanding Officers are to take into account qualifications outside the range of the average Naval Writer's qualifications such as shorthand, secretarial knowledge, commercial accounting, &c.

(3) If a certificate of advancement is granted at the end of a man's training, and the man has the requisite service for advancement, the certificate and date of advancement are to be antedated to the date of his completing the necessary service for advancement.

Other Branches.

182. *Confirmation.*—Artificers and Artisans holding acting ratings will, except as laid down for Engine Room Artificers and Motor Mechanics, be confirmed in their rating when they have completed one year's service in their acting rank, provided they—

(*a*) Have performed 14 days' naval training.

(*b*) Are recommended by the Commanding Officer of the Ship in which the naval training was performed.

(*See* Appendix C, Section I. (7) and Section II. (11).)

(2) *Advancement.*—As for corresponding ratings R.N.

Digitized by Google

183. The Admiral Commanding is authorised to grant promotion to men of all branches who may not fulfil all the requirements laid down, but who are brought to his notice as having exceptional qualifications, and who, if rated, would compare favourably with similar R.N. ratings, subject to the Establishment numbers not being exceeded. Special promotions.

184.

185.

Chapter X.

SECTION I.

RESIGNATION AND DISCHARGE (OFFICERS AND MEN).

186. In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to the powers of R.N.V.R. ratings to quit the force when not on actual service, are adapted as shown in Article **187.**

187. Except when on actual service, a man may obtain his discharge from the force on— General rules for.

(*a*) Giving the Commanding Officer of his Division three months' notice in writing of his intentions to quit the force.

(*b*) Delivering up in good order (fair wear and tear only excepted) all arms, appointments and kit if under four years' service, being public property or property of his Division or sub-Division, issued to him; or on making sufficient compensation for any loss thereof or damage thereto.

(*c*) At the discretion of the Commanding Officer of his Division, paying a sum not exceeding £5; the more nearly the period of enrolment or re-enrolment has been completed the smaller the sum to be paid.

(2) If any man gives such notice and the Commanding Officer refuses to grant him his discharge, and he considers himself aggrieved thereby, the man may appeal to a court of summary jurisdiction for the county or place in which the headquarters of his Division are situate, and not being members of the force, who shall hear and determine the appeal, and may for the purpose thereof administer oaths and examine any person as a witness; and if it appears to such court that the arms and appointments issued to the man being public property or property of his Division or Sub-Division have been delivered up in good order (fair wear and tear only excepted), or that he has paid, or is ready to pay, sufficient compensation for any loss

Digitized by Google

thereof or damage thereto, and that all money due or becoming due by him under these regulations or the rules (if any) of his Division including purchase money under clause 1 (c) above, either before or at the time or by reason of his quitting it, has been paid, such court may order the Commanding Officer forthwith to strike such man out of the roll of his Division, and their determination shall be binding on all parties.

(3) One half of the purchase money paid will be refunded to any man who rejoins the R.N.V.R. within two years of his discharge by purchase.

Discharge of Officers.

188. Should any Officer or man be considered to be physically unfit for the Service while embarked, the fact is to be reported by the Commanding Officer of the ship or establishment to the Admiral Commanding, accompanied by a report from the Medical Officer of the ship.

(2) An officer may be discharged or required to resign at any period of his service for misconduct, inefficiency, or for physical unfitness.

(3) No officer will be discharged for any reason without the approval of the Admiral Commanding.

(4) Any officer who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who for four consecutive years fails to perform the prescribed obligatory training, will not be allowed to remain in the Reserve, unless the Admiralty in special circumstances may consider it desirable to relax this regulation. (*See also* Article **132.**)

Resignation of Officers.

189. Officers of the Royal Naval Volunteer Reserve, when not called out, will be permitted to resign their commissions or appointments at the discretion of the Admiralty.

(2) Applications to resign should be forwarded by Commanding Officers to the Admiral Commanding through the R.N.V.R. Committee.

(3) Officers who resign may retain their commissions, provided that the commissions are first returned to the Admiralty to be marked "cancelled."

Retirement of Officers.

190. Except in the case of Accountant Officers (C), Officers must have completed 15 years' service in the R.N.V.R. before being eligible for the Retired List.

(2) In the case of Commissioned Officers who entered as ratings a minimum of five years of this service must have been in Commissioned rank, and they must have attained the rank of Lieutenant.

Warrant Officers who entered as ratings must have a minimum of five years' service in Warrant rank.

(3) Time served while under the age of 18 will not count towards the 15 years' service necessary to qualify for the Retired List.

Digitized by Google

(4) The services of such Officers must be certified as good, and they must hold satisfactory certificates for instructional training and service afloat.

191. The Retired Lists will consist of the following ranks, the qualifications for which are as below; these ranks, and all steps in rank on or after retirement being granted at the discretion of the Admiralty, subject to the provisions of Article **190.**

Executive Officers :—

(1) *Retired Commodores.*—Officers who have been granted the rank of Commodore, 2nd Class, on the Active or Retired Lists.

(2) *Retired Captains.*—(*a*) Officers who have held the rank of Captain on the Active List;

(*b*) Commanders who have attained five years' seniority as such, including time on the Retired List, and who, while on the Active List, have performed specially good service in the interests of the Royal Naval Volunteer Reserve or of the Naval Service generally. In exceptional cases, Retired Commanders who have performed the above good service after the retirement may be granted the rank;

(*c*) Commanders who, during their Active Service career in the R.N.V.R., shall have distinguished themselves in action with the enemy.

(3) *Retired Commander.*—(*a*) Officers who have held the rank of Commander on the Active List;

(*b*) Lieutenant-Commanders who have completed 2 years' seniority in that rank, have attained the age of 40, and have performed good service whilst on the Active List; but a Lieutenant-Commander under two years' seniority in that rank, who is over the age of 40, may be granted the rank of Commander on retirement, if he has been mentioned in despatches for meritorious service, or has performed specially good service;

(*c*) Lieutenant-Commanders not eligible in respect of age or seniority at the date of retirement may be granted the rank of Commander on completing two years' seniority or on attaining the age of 40, if later;

(*d*) Officers retired as Lieutenants or Acting Lieutenant-Commanders are not eligible for subsequent promotion to Commander.

(4) *Retired Lieutenant-Commanders.*—(*a*) Officers who have held the rank of Lieutenant-Commander on the Active List;

(*b*) Officers who have held the rank of Lieutenant on the Active List and who attain 8 years' seniority as Lieutenant, including retired time.

Digitized by Google

(5) *Retired Lieutenants.*—(*a*) Officers who have held the rank of Lieutenant on the Active List;

(*b*) Officers who have held the rank of Sub-Lieutenant on the Active List and who are specially granted the step in rank on retirement.

(6) *Retired Commissioned Officers from Warrant Rank.*—Officers who have held the rank of Commissioned Boatswain, Commissioned Signal Boatswain and Commissioned Telegraphist on the Active List.

(7) *Retired Boatswains, Signal Boatswains and Warrant Telegraphists.*—Officers who have held these ranks on the Active List.

Engineer Officers :—

(8) The ranks of Retired Engineer Commander, Engineer Lieutenant-Commander and Engineer Lieutenant will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Special Branch Officers :—

(9) The ranks of Retired Commander, Lieutenant-Commander and Lieutenant, will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Medical Officers :—

(10) The ranks of Retired Surgeon Captain, Surgeon Commander, Surgeon Lieutenant-Commander, and Surgeon Lieutenant will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank, except that Surgeon Lieutenants may be promoted to Surgeon Lieutenant-Commander on attaining 6 years' seniority.

Accountant Officers :—

(11) The ranks of Retired Paymaster Commander, Paymaster Lieutenant-Commander and Paymaster Lieutenant will be be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Accountant Officers (C) :—

(12) The ranks of Retired Paymaster Lieutenant-Commander (C) and Paymaster Lieutenant (C) will be granted under the same conditions as are laid down for Retired Executive Officers of similar rank.

Discharge of ratings.

192. On the completion of each term of four years' enrolment, men will be entitled to their discharge from the Reserve provided they are not at the time required by Royal Proclamation for active service in the Royal Navy.

Digitized by Google

(2) Any man may be discharged from the R.N.V.R. for misconduct or physical unfitness, each case being referred to the Admiral Commanding for decision.

(3) Any man who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who for four consecutive years fails to perform the prescribed obligatory training, will be liable to discharge from the R.N.V.R.

(4) Any man who fails to qualify on completion of a course in the subject to which he is allocated will be liable to discharge from the R.N.V.R. at the discretion of the Admiral Commanding.

R.N.V.R. Officers and Men not to enrol in other Forces.

193. No Officer or Man of the R.N.V.R. may enrol in any other of H.M. Forces, whether Regular, Reserve or Territorial, without permission from the Commanding Officer of his Division—who will obtain approval from the Admiral Commanding. Such approval will not be given unless and until the rank or rating obtains his discharge from the R.N.V.R.

In the case of men permitted to enrol in any of the Regular forces of the Crown, the provisions of Clause 1 (*c*) of Article 187 will be waived.

(*See* Naval Forces Act, 1903, sec. 1(2), and Royal Naval Reserve (Volunteer) Act, 1859, secs. 18 and 22).

194. Volunteer Reserve ratings may, if their services are required, be transferred to the Royal Navy or Royal Marines under the following conditions:—

(*a*) That will be required to satisfy the standards of age, height and chest measurement applicable to candidates for entry from the shore.

(*b*) Engine Room Artificers, Electrical Artificers, Ordnance Artificers, Motor Mechanics and Artisans must pass the educational, technical and trade examinations for the acting rating, 4th Class, of the corresponding branch of the Royal Navy, and sign a continuous service engagement (Motor Mechanics reckoning as Engine Room Artificers for the purpose of this clause). Other ratings will be entered in those Naval ratings or Marine ranks for which they may be suitable, and eligible, and must sign such engagements as are permissible under the King's Regulations.

(*c*) Mobilised war service will at Admiralty discretion be allowed to reckon for Naval or Marine purposes, provided that—

(1) such service is declared on transfer;

(2) the transfer takes place within five years of demobilisation from active service;

(3) no part of mobilised service for which a character below "fair" has been awarded will be allowed to count for pension purposes; and

(4) mobilised service will not be allowed to count as double time for any purpose.

(*d*) Time served under training in the Navy will count towards the award of Good Conduct Badges under

Digitized by Google

the conditions and limitations laid down in the King's Regulations, but not towards pension, nor will engagements entered into by candidates be antedated to cover such periods of training.

2. No transfer is to be made without the concurrence of the Officer Commanding the man's Division, and the approval of the Admiral Commanding. The date of the transfer is to be reported to the Commanding Officer of the man's Division.

3. On transfer to the Royal Navy a man will receive a free issue of the clothing required to complete the Volunteer Reserve kit to the free Naval kit. Men transferred to the Royal Marines will receive a free uniform in lieu of their Volunteer Reserve kit.

195.

SECTION II.

Compulsory Retirement or Removal from the List.

Military Branch, Executive Officers.

196. Officers will be removed from the Active List as follows:—

(1) Warrant Officers at 52 years of age.

(2) Lieutenant-Commanders at 42 years of age, or after six years' service in that rank, whichever is the earlier.

(3) Commanders at 47 years of age, or after eight years' service in that rank, whichever is the earlier.

(4) Captains at 55, or after eight years' service in that rank, whichever is the earlier.

Engineer Officers.

197. The same rules will apply as are laid down for Executive Officers.

Special Branch.

198. No definite age or length of service for removal from the Active List will be laid down at present. Each case will be dealt with at the discretion of the Admiral Commanding.

Medical and Dental Branch.

199. Officers will be removed from the Active List as follows:—

Surgeon Captains at 55 years of age.

Surgeon Commanders at 52 years of age.

Surgeon Lieutenant-Commanders and Surgeon Lieutenant-Commanders (D) at 45 years of age.

(2) (*a*) Probationary Surgeon Sub-Lieutenants who do not qualify for confirmation within two years from date of appointment or on attaining 21 years of age, whichever is later, will be liable to removal from the List.

(*b*) Probationary Surgeon Sub-Lieutenants and Surgeon Sub-Lieutenants will be removed from the list under the following conditions:—

(i) On becoming fully qualified Medical Practitioners.

(ii) On attaining 30 years of age.

Digitized by Google

(iii) At the discretion of the Admiralty on failing to qualify for confirmation in rank.
(iv) On account of misconduct.
(v) On giving up medicine as a career.

Note.—Upon obtaining full qualifications as medical practitioners, Probationary Surgeon Sub-Lieutenants or Surgeon Sub-Lieutenants who desire to remain in the R.N.V.R. may be promoted to the rank of Surgeon Lieutenant, R.N.V.R., and placed on List I. or List II. at their option and at the discretion of the Admiralty, provided vacancies exist.

Should they, however, desire to enter as candidates for appointment as Surgeon Lieutenants, Royal Navy, they will be credited at the entrance examination with additional marks on a similar scale to that now laid down for candidates who have served in the Officers' Training Corps, viz., one per cent. of the maximum number of marks allotted will be credited to candidates in possession of the Hospital Course Certificate, and two per cent. to those in possession of the certificate for the Man of War Course.

Accountant Officers.

200. Officers will be removed from the Active List as follows:—

Paymaster Commanders at 50 years of age.
Paymaster Lieutenant-Commanders at 45 years of age.

Accountant Officers (C).

201. Paymaster Lieutenants (C) will be removed from the Active list on attaining eight years' seniority in that rank.

Chaplains.

202. Chaplains will be removed from the Active List on attaining the age of 50.

203. The above regulations for compulsory retirement will not apply to Officers of the rank of Lieutenant-Commander and above who were serving in the R.N.V.R. on mobilisation for the late war. They will be subject to compulsory retirement under the age limits prescribed for the corresponding ranks in the Royal Navy. **Officers on the strength on 4th August 1914.**

204. In exceptional cases, Officers, whose services have been or are especially valuable, may, at Admiralty discretion, be granted an extension of service for a maximum period of five years. **Extension of Service.**

205.

206.

207.

208.

209.

Digitized by Google

Chapter XI.—Drill.

Instruction comprised in R.N.V.R. drills.

210. The training of the R.N.V.R. is to comprise drills with guns and rifles used in the Royal Navy, with such firing practice from the above weapons as is found practicable; torpedo, mining and anti-submarine instruction, company drill and sufficient battalion movements to enable the men to take part in parades with other forces; seamanship, including handling boats under oars and sails, knotting, splicing both hemp and wire rope, rigging sheers and derricks; signalling and telegraphy, together with such drills and instruction as the Admiralty may from time to time direct. Signal ratings will not be *required* to attend instructions other than in signals and boat exercises.

(2) All drills are to be carried out by the Petty Officer Instructors under the Officer Instructor.

Fines for failing to qualify as "efficient."

211. Every Petty Officer and man shall qualify as "efficient" on or before the 31st December in every year of his service, as defined by Articles **215-225.** In default thereof he shall forthwith pay to the Commanding Officer of his Division a fine of 21*s.* for any such year in which he shall fail to qualify and such failure is to be reported to the Admiral Commanding. If discharged, or applying to be discharged before the completion of four years' service, he shall further pay the like fine of 21*s.* in respect of every year for the full period of four years from his enrolment, after deducting any year in which he has either qualified or already paid the fine in default. All such fines shall during service (without prejudice to any other remedy) be recoverable upon proceedings taken by the Commanding Officer of his Division in the manner prescribed by section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same (*see* Article **285** for Recovery of Fines on Discharge and Article **327** for instructions regarding mode of bringing to account).

Requirements to qualify as "efficient."

212. For the purpose of qualifying or requalifying as "efficient," attendance at the Annual Inspection is obligatory unless leave of absence be granted for special reasons. An application for leave of absence must be in writing to the Commanding Officer, and must state the precise reasons for making it, a Medical Certificate being attached in case of sickness.

(2) Volunteers who are enrolled before 1st October in any year, but subsequent to the Inspection, may, however, qualify as "efficient" for that year, if they otherwise satisfy the conditions laid down in Articles **220-225.**

(3) Similarly, Volunteers who may be permitted to join any of the forces of the Crown, shall be considered as "efficient," notwithstanding that they may have been discharged from the

Digitized by Google

R.N.V.R. before the Annual Inspection, provided that they have otherwise satisfied the conditions laid down in Articles **220-225.**

213. A drill consists of one hour's instruction in gunnery torpedo, seamanship, mining, anti-submarine, W/T, or signals. Boat exercises and ceremonial parades of over two hours' duration count as two drills. Two drills, but not more, may be performed in any one day. Constitution of "a Drill."

(2) Obligatory naval training will not count as drill.

(3) Voluntary naval training will count as two drills for each day of training performed.

214. Executive Officers on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying sub-Divisional Headquarters not later than 31st December in each year of their service, and to do so must— Qualifications required by Officers to be "efficient" Executive Officers.

(*a*) Carry out 40 drills before 31st December of the year in which they join, and 24 in each subsequent year.

(*b*) Satisfy the Officer Instructor that they—

(i) Are able to row in and take charge of a Service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Headquarters.

(iii) Have a good knowledge of Elementary Navigation taught at Headquarters.

(iv) Possess a good knowledge of squad drill with arms, platoon, company and battalion drill.

(v) Are able to take charge of and instruct a crew at any of the guns at Headquarters.

(vi) Are able to send and take in semaphore and morse by day, and possess a knowledge of naval signalling flags and their meaning.

(vii) Have attended the Annual Inspection, unless specially exempted.

215. Other officers are not required to attend drills. Other Branches.

(2) Certificates from their respective Commanding Officers to the effect that they satisfactorily perform the duties of their appointments will entitle them to reckon as "efficient."

216.

217.

218.

219.

Digitized by Google

Requirements to qualify as "efficient ratings."

220. All men on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying sub-Divisional Headquarters in each year of their service, not later than the 31st December.

In order to qualify or requalify as "efficient" they must enrol on or before 30th September and fulfil the following conditions:—

Seaman Branch.

(1) *Seamen, Signalmen and Telegraphists.*—Carry out 40 drills before the 31st December of the year in which they join, and 24 in each subsequent year.

(2) Satisfy the Officer Instructor that they—

(i) Are able to row in a service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Headquarters.

(iii) Possess a good knowledge of rifle and squad drill.

(iv) Are able to take any man's part (except No. 1) at any of the guns at Headquarters. (*Not applicable to Signalmen or W/T ratings after allocation to those Branches.*)

(v) Are able to send and take in semaphore and morse by day.

(vi) Have attended Annual Inspection, unless specially exempted.

Other Branches.

(3) *Other Ratings.*—Perform drills as for Ordinary Seamen during their first year of service, and be able to take part in all naval and other competitions, ceremonies, &c. Drills will be performed in subsequent years of service by means of physical training, lectures, instruction in models, &c.

221.

Service afloat.

222. Men who have served for at least 12 months afloat during the war will only be required to perform 12 drills in the first year of their service.

List II. ratings.

223. The attendance at headquarters for lectures, &c., of ratings on List II. is optional, but should be encouraged.

No. of drills required for Signal Branch.

224. Ordinary Seamen will be allocated to the Signal and Telegraphist Branches on completing 20 drills and passing a simple seamanship examination at R.N.V.R. Headquarters, before their first period of naval training afloat.

Qualifications subject to alteration.

225. The qualifications for "efficient" Able Seamen or higher ratings may be altered as the Admiralty from time to time think necessary.

Notation on Service Certificate.

226. A notation is to be made in the proper column of the man's Service Certificate (Form R.N.V. 10) when he qualifies or requalifies as "efficient," or for any other rating. In the case of an Officer, a notation is to be made in the Officer Instructor's diary.

227.

Digitized by Google

Rifle Practices.

228. When ranges are available, rifle practice is to be carried out in accordance with the instructions laid down in the "Royal Naval Handbook of Musketry and Pistol Courses"; and Returns on Forms S. 289 and S. 290 are to be rendered on 31st December in each year. **Regulations as to.**

(2) When no firing has taken place during the year, "blank" returns are to be rendered on 31st December, giving the reason.

(3) In cases where it is not practicable, owing to lack of targets, for the Volunteers to carry out firing at all the ranges necessary under the Service conditions in order to pass out of the 3rd-class stage, the 3rd-class standard may be considered as being exceeded when at least five-fourteenths of the possible marks are obtained at a minimum of four ranges.

229. Fifty rounds of ammunition per man are allowed, and, when considered desirable, those Volunteers who display ability as rifle shots at the preliminary ranges may complete the Service Course, thus becoming eligible for the award of Good Shooting Badges. **Supply of ammunition for.**

(2) The ammunition to carry out the above course is to be demanded and any of the authorised allowance which has not been expended may be appropriated for this service.

230. No firing practice with guns, including field guns, is to be carried out by the R.N.V.R. except under the personal superintendence of an Officer Instructor or of an Officer of the Royal Navy, unless a relaxation of this rule has been specially sanctioned by the Admiralty.

(2) Rifle or pistol-firing is not to be carried out by the R.N.V.R. except under the personal supervision of a R.N.V.R. Officer qualified for this duty or of a Petty Officer Instructor, Royal Navy.

(3) When, at the termination of an exercise, men return by railway or boat to their headquarters, their arms are to be examined, and all the ammunition which has not been expended is to be collected and placed in a metal or leather case with a view to its being conveyed in safety to the headquarters. **Arms—Examination of, after exercise.**

231. Boats, when being used by Volunteers for the purpose of instruction under sail, are not to be allowed to carry more than the following extra ratings in addition to the boat's proper crew:— **Boats under sail, carrying capacity.**

Cutters - - - -	1 Instructor and 2 men.
Gigs and whalers - -	1 Instructor and 1 man.

232-9.

Digitized by Google

Chapter XII.—Training and Service in the Royal Navy.

Naval Training.

Officers.

240. Officers on the Active List are required to undergo the naval training laid down in Articles **138–144** and may volunteer to perform such additional training as is laid down in Articles **145–7** or may be instituted from time to time.

(2) The rules laid down with regard to the annual or biennial training required may be relaxed in certain cases, as may seem requisite to the Admiralty on special application being made to the Admiral Commanding though Commanding Officers of Divisions.

241. An officer desirous of performing annual, biennial, or triennial training must apply to the Commanding Officer of his Division at least 14 days before the date on which he wishes to embark.

Arrears of training.

242. Officers who are in arrears of training owing to the exigencies of their employment, may be permitted to make good arrears of one annual or biennial training, as the case may be, in addition to their training for the current year, on application being made to the Admiral Commanding through the Commanding Officer of their Division, stating the circumstances in which training is in arrear.

(2) In special cases only, officers may, with the approval of the Admiral Commanding, be allowed to perform one year's training in advance.

Accommodation.

243. Officers will be messed and accommodated on board the ships or in the Establishments in which they perform training provided accommodation is available.

244.

245. At the expiration of the period for which they embark, officers are to be discharged to the shore.

(2) If they have completed the requisite training, they are, if necessary, to be provided with a travelling warrant.

Report on expiration.

246. A report on the established form (S. 206) is to be rendered to the Admiral Commanding by the Commanding Officers of ships in which R.N.V.R. officers have been embarked for training.

(2) The Commanding Officer of the ship is to give the usual certificate of service (S. 450) to each R.N.V.R. officer, and forward a duplicate of the same to the Admiral Commanding.

247.

248.

249.

Digitized by Google

Obligatory Naval Training.

Ratings.

250. R.N.V.R. ratings of all branches will be required to perform 42 days' naval training every 4 years, in periods of 14 or 28 days; at least 14 days of this training must be performed in a commissioned ship of the Active Fleet, and the remainder in courses at a Naval School or Establishment. This does not apply to Chief Motor Mechanics and Motor Mechanics who will perform the whole of their training at a suitable establishment.

(2) Acting Engine Room, Ordnance and Electrical Artificers, 4th Class, are required to perform 14 days of this training in their first year to qualify for confirmation.

(3) Ordinary Seamen, Ordinary Signalmen, and Ordinary Telegraphists will be required to undergo 14 days' naval training in one of H.M. Ships during their first year of service, provided they are over 18 years of age.

(4) No man will be permitted to perform naval training until he is 18 years of age.

(5) All ratings will be employed at their naval trade or on work connected with the special branch to which they are allocated while performing naval training.

Note.—The rules regarding obligatory training will not be enforced during the financial year 1922–1923. Officers and men may carry out this training if they wish, but if they elect not to do so, those on list 1, liable to perform drills, will be required to complete 20 additional drills at Headquarters during the year.

Exemption from training.

251. Commanding Officers of Divisions are authorised to exempt a man from naval training up to an amount not exceeding 14 days in 4 years for sickness or other urgent reason.

(2) Each case of exemption is to be reported to the Admiral Commanding.

(3) In the event of further exemption being required, application in writing, stating full particulars, is to be made by the Commanding Officer of the Division to the Admiral Commanding, who will then decide whether such exemption can be allowed.

Voluntary Training.

252. Men of all branches may volunteer to serve afloat for a period not exceeding a total of 6 months in every 4 years, but this period will include the 14 days or more obligatory training afloat.

253. Men of all branches may volunteer for additional courses at a Naval School or Establishment, but such voluntary courses must not exceed 4 weeks in any one year.

Digitized by Google

General.

When called out.

254. Whenever the Admiralty call out the R.N.V.R. or any of them, for actual service, they will be liable to serve either ashore or afloat, as may be directed by the Admiralty, and anywhere the Admiralty may have need of their services.

(2) When so called out, and serving either ashore or afloat, they will be liable to do any duty applicable to their rating for which they may be found competent, and for which they are required by the Commanding Officer of the ship or force to which they may be attached, and they will be subject to the Naval Discipline Act. It will be an understanding that the R.N.V.R. shall have, as far as possible, the first claim to be discharged on the termination of hostilities, or as soon as any portion of the Reserves can be dispensed with.

(3) Officers and men will be borne on the books of H.M. Ships and Establishments for voluntary Service, Naval training or for actual service, and while so borne will be subject to the Naval Discipline Act, being considered for the purposes of that Act in all respects as Officers and men of H.M. Ships.

Anti-gas apparatus, instruction in.

255. Commanding Officers of ships in which training is carried out are to arrange that officers and men, R.N.V.R., are instructed in the use of the anti-gas apparatus and actually made to wear it.

Embarkation for training.

256. All naval training, except instructional courses in Naval Schools or Establishments, will be carried out in effective ships or vessels in commission, or in effective small craft attached to Naval Establishments.

(2) As a general rule this training will be performed in home waters, but officers who wish to do so may be allowed to perform naval training in ships abroad, provided their training is for not less than three months, subject to Admiralty approval in each case.

Arrangements for annual embarkation.

257. No Volunteer is to be allowed to embark (except under the special approval of the Admiral Commanding) for training in any year unless he has attended, between 1st January and the date of embarkation, the minimum number of drills required to render him efficient (viz., 40 drills in the first year's service—unless he has served at least 12 months during the war, in which case the number required is 12—and 24 in subsequent years).

Lists of ranks and ratings wishing to embark.

258. As a rule embarkation will be arranged to take place on Saturdays, about the middle of the months of May, June, July, August and September.

(2) Commanding Officers of Divisions are to forward a report, which is to reach the Admiral Commanding 10 days before the date of embarkation, giving the numbers of R.N.V.R. to embark, the numbers of Officers being given separately, distinguishing each rank and stating naval qualifications as regards both Officers and men.

Digitized by Google

(3) A tabulated statement showing how the ranks and ratings will be appropriated to the various ships, and when and where they are to embark, will be issued by the Admiral Commanding to the Commanding Officer of each Division, the Flag Officer of each Squadron, and each Commanding Officer of H.M. Ships concerned.

(4) The Commanding Officers of Divisions are to inform the Commanding Officer of each ship, in which ranks and ratings under their command are embarking, the time of their arrival at the port of embarkation. This information is to be telegraphed at least the day before the embarkation takes place, in order to prevent mistakes arising through ships' unexpected sailing.

(5) On the date of embarkation, Forms R.N.V. 16 are to be forwarded to the Admiral Commanding, with the names of the ships in which the Officers and men have embarked inserted thereon.

(6) At the same time as the above lists are rendered to the Admiral Commanding, lists (separate for each ship) are to be made out by each Division and forwarded to the Accountant General, giving the following information :—

(*a*) Name of ship in which ranks and ratings are embarking and date of embarkation.
(*b*) Names, ranks and ratings embarking.
(*c*) Names and addresses of their "next of kin."

(*See also* Article **259** as regards lists to be sent to the ships with the men.)

NOTE.—Similar returns are to be rendered when R.N.V.R. ranks and ratings are "called out."

(7) The periods for which Naval Volunteers embark are to be noted on the embarkation lists and no extension of the period specified is to be permitted without the approval of the Admiral Commanding.

259. Separate lists on Form R.N.V. 16 of R.N.V.R. ratings actually embarking are to be made out and sent by post to each ship concerned three days before embarkation. **Lists to accompany men embarked.**

(2) Separate lists of men who wish to qualify for higher ratings are also to be forwarded to each ship concerned for the information of the Commanding Officer.

(3) These lists are to be forwarded into office as enclosures to the ledgers of the ships in which the Volunteers are embarked. (*See also* Article **258.**)

260. When Officers and men of the R.N.V.R. are embarked for service or training, they are to accommodate themselves to the berthing and messing arrangements usual for the Officers and men of the Royal Navy. **Berthing and messing arrangements.**

(2) Gun Room Officers on reaching the age of 23 will mess in the Ward Room.

Digitized by Google

261. If the exigencies of the Service permit, Officers and Petty Officers are to be embarked with the men of their own Division. This is particularly important when the men are embarking for the first time.

262. Ratings embarked for training are to be accompanied by Petty Officer Instructors in the proportion (when practicable) of one Instructor to every 50 men embarked.

Instruction to be given when embarked.

263. During the greater part of the year the R.N.V.R. attend classes of instruction at their various headquarters, and therefore the short period during which they are embarked should, as far as possible, be employed in accustoming them to life on board ship, and in rendering them familiar with the duties that would be required of them as Seamen.

(2) They are to be distributed amongst the various parts of the ship, and in the various messes, and they are to be looked upon in all respects as belonging to the ship's company.

(3) As far as is compatible with the above they would derive special benefit from attending divisional drills, and going away in boats whenever an opportunity occurs; and, should time admit, aiming rifle ammunition may be expended to the extent of five rounds per man.

(4) Ratings should be employed at their naval trades when embarked.

263A. Men embarked for training may take up clothing, soap and tobacco from the Paymaster on repayment in the usual way. Care is to be taken, however, that they are not allowed to take up such quantities as will bring them in debt to the Crown on disembarkation, or as are in excess of what is necessary for their personal use. (*See* Article **281** in regard to the landing of tobacco.)

Reports on disembarkation.

264. On disembarkation, a statement of the results as regards each Petty Officer and man embarked is to be forwarded by the Commanding Officer of the ship to the Admiral Commanding on Form R.N.V. 17.

Arrangements to be made.

265. Commanding Officers of Divisions and of Ships are to make suitable arrangements for the despatch and travelling of R.N.V.R. ratings on embarkation and disembarkation respectively.

(2) When a large party of men travel together, economical arrangements are to be made beforehand for their subsistence *en route*, "Meal Orders" being utilised in lieu of money payments whenever practicable. Officers in charge of large parties will also be responsible in respect of economical arrangements for their subsistence.

(3) Arrangements are to be made when practicable for the men to reach their destination at a reasonable hour, but night travelling should be avoided if the journey can be completed in the day time.

Digitized by Google

(4) When R.N.V.R. ratings are disembarked from a ship after training, the following arrangements are to be made for the return journey to their headquarters:—

(*a*) All men returning to the same Headquarters should be placed under the charge of the Senior Officer or Petty Officer returning to that place.

(*b*) This Officer or Petty Officer should be furnished with a route order (S. 542), and a list of ratings forming the party. The route order should show date and time of leaving ship, nature of railway pass issued, amount of advance (if any) given to Officer or Petty Officer to meet expenses *en route*, special arrangements (if any) made as regards meals *en route*, and by whom payment will be made.

(*c*) A railway pass or passes and the necessary "Meal Orders" for the party should be given to the Officer or Petty Officer in charge.

(5) In the event of R.N.V.R. ratings being sent to join ships in Scottish waters during the winter, the Commanding Officer of their Division is authorised, at his discretion, to demand from the Royal Victoria Yard, Deptford, sufficient Watch Coats to supply one to each man travelling, the names and ratings of the men to whom the coats will be supplied and the ships to which they are going being stated on the demand.

The coats will then be sent to the Division demanding them, but they will be invoiced direct to the ships to which the men are proceeding, and the men should be directed to hand them over to the Accountant Officer on arrival on board.

Similar arrangements should be made for the homeward journey by the Commanding Officer of the ship in which the men are embarked, if considered necessary.

266.

267.

268.

269.

Chapter XIII.

SECTION I.

DISCIPLINE.

270. The discipline of the R.N.V.R. is governed by the Naval Forces Act, 1903, and the Acts incorporated therewith, and by these Regulations.

Digitized by Google

271. Section 1 of the Naval Forces Act, 1903, and Article **254** of these Regulations are to be read to every rank and rating on joining; care is to be taken that he thoroughly understands them.

Acts and Regulations to be observed.

272. Every Officer and Petty Officer is to make himself acquainted with, duly observe, and obey, and, as far as in him lies, enforce the due execution of the Naval Forces Act, 1903, and the Acts incorporated therewith, and the Regulations for the R.N.V.R., together with all Regulations, Instructions, and Orders which may from time to time be given or issued by the Admiralty, or by any superior Officer, and shall in all respects conform his conduct to the customs and usages of His Majesty's Naval Service.

Inquiries, holding of.

273. The Commanding Officer of a Division may at any time order an inquiry into any matter which he may consider it expedient to investigate, and which comes within his power as Commanding Officer; but formal *Courts of Inquiry* can only be held under the authority of the Admiral Commanding, and in accordance with the King's Regulations and Admiralty Instructions.

Memorials not to be drawn up.

274. Meetings are not to be held by the members of the force for the purpose of expressing an opinion upon the acts of a Commanding Officer, or of recommending him to take a particular course of action; nor are memorials to be drawn up to the same effect; and no meetings, except those called together by, or under the authority of, the Commanding Officer of a Division or Sub-Division, who will be responsible for doing so, will be recognised.

Appeal by aggrieved member.

275. If any rank or rating has cause to think himself aggrieved, he will represent his case to the Commanding Officer of his sub-Division. Any appeal against the decision of the Commanding Officer of the sub-Division will be made through him to the Commanding Officer of the Division, and any further appeal will be made through the latter for the consideration of the Admiral Commanding.

Attendance in uniform at political meetings forbidden.

276. Members of the R.N.V.R. are not, individually or collectively, to attend, in uniform, political meetings or public political discussions or demonstrations.

Forbidden to write to the press.

277. All persons belonging to the R.N.V.R. are forbidden to write for publication, or to publish or cause to be published, either directly or indirectly, any matter or information relating to the Naval Service unless the permission of the Admiralty has been first obtained.

(2) All such persons are further forbidden to deliver any lecture, or read any paper, at a public meeting on any subject connected with the Naval Service, unless a copy of such lecture or paper has been previously submitted to the Admiralty, and permission has been granted.

Digitized by Google

278. Commanding Officers are to make every effort to keep Petty Officers distinct from the lower ratings and to imbue them with a proper sense of their disciplinary relation towards their subordinates. Petty Officers to be kept separate.

(2) On all occasions of men falling in, the Petty Officers are to be kept separate from the lower ratings, and when classes of instruction are formed, the Petty Officers are to be classed up by themselves.

(3) The prefix "Chief Petty Officer" or "Petty Officer" is to be used by all ranks when addressing, or speaking of, men holding those ratings.

279. Officers and men of the R.N.V.R., when in uniform, are to pay the customary marks of respect to such Officers of the Navy, Army, Air, and Auxiliary Forces as are entitled to be saluted by Officers and men of corresponding rank in their own Service. Marks of respect.

280. All communications on Service matters from R.N.V.R. ranks and ratings to the Commanding Officer of the Division must be sent through the Officers commanding their respective sub-Divisions. Communications on Service matters.

281. Men who wish, on completion of training, to land the unconsumed portion of tobacco (in excess of the duty free allowance) which they may have taken up whilst on board, are to be directed to give notice to the Regulating Branch of their intention, in order that the necessary arrangements may be made with the Customs authorities to collect the duty which may be due on such tobacco before the men are discharged to the shore on completion of their training. Tobacco, landing of.

(2) The amount of tobacco so landed by any man is not to exceed the total amount which he has been permitted to take up under the ordinary Service rules and regulations during his period of training.

282. Any Petty Officer or man who shall commit any offence cognisable by the Naval Discipline Act while under training or exercise, or under any prescribed duty in any shore drill establishment or drill-ship, or elsewhere, ashore or afloat, and not being at the time borne on the books of any of H.M. Ships, may be dealt with summarily by the Commanding Officer of the Division to which he belongs, who may impose a fine not exceeding 40*s.* for such offence. Any offence which in the opinion of the Commanding Officer is too serious for summary treatment by him, is to be reported without delay to the Admiral Commanding with a view to the discharge or dismissal of the offender. Summary punishment.

(2) In default of payment of fines imposed under this Article, such fines shall be recoverable under the Summary Jurisdiction Acts, and shall be received by the Commanding Officer on behalf of the Admiralty.

Digitized by Google

283. Any Petty Officer or man embarked for training in any of H.M. Ships, or borne on the books of a ship, who shall commit any offence cognisable by the Naval Discipline Act while so employed, shall be liable to summary punishment by the Commanding Officer of his ship, in accordance with Naval Regulations; if, however, any offence be committed so shortly before the date of disembarkation from the ship that it cannot be dealt with under those Regulations, it shall be in the power of the Commanding Officer of the ship to inflict a fine as under the Royal Naval Volunteer Reserve Regulations, and in the case of nonpayment, by stoppage of wages or otherwise, he shall forward a report to the Commanding Officer of the man's Royal Naval Volunteer Reserve Division, with a view to recovery by process of summary jurisdiction. (*See* Article **282,** clause 2.)

284. Chief Petty Officers, Petty Officers, and Leading Seamen of all branches may be disrated by the Commanding Officer of their Division for misconduct or incompetence.

(2) All cases of disrating are to be reported to the Admiral Commanding.

Action in case of nonpayment by members.

285. If any person belonging or having belonged to a Division or to any sub-Division in such Division neglects or refuses to pay any money due under these regulations or the rules (if any) of his Division and actually payable by him, except fines payable during service under Article **211**, such money shall (without prejudice to any other remedy and in particular to the remedy provided by Article **211** for the recovery of fines during service) be recoverable from him, with costs, at any time within 12 months after the same becomes due and payable, upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by section 48 of the Volunteer Act, 1863, and any Act amending the same, and when recovered shall be treated as directed in Article **328.**

Recoveries from members in regard to losses, &c.

286. If any person designedly makes away with, sells, pawns, wrongfully destroys, wrongfully damages, or negligently loses anything issued to him as a R.N.V.R. rank or rating, or wrongfully refuses or wrongfully neglects to deliver up on demand anything issued to him as a R.N.V.R. rank or rating, the value thereof shall be recoverable from him with costs upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by section 48 of the Volunteer Act, 1863; and he shall also for every such offence of designedly making away with, selling, pawning, or wrongfully destroying as aforesaid, be liable under section 28 of the Volunteer Act, 1863, on the prosecution in the manner aforesaid of the Commanding Officer of the Division, who, or whose subordinate Officer issued the thing made away with, sold, pawned, or destroyed, to a penalty not exceeding five pounds. (*See also* section 19 of

Digitized by Google

Royal Naval Reserve (Volunteer) Act, 1859, and Article 327 as to mode of bringing to account).

Assembly under arms.

287. The R.N.V.R. are not to assemble under arms for any purpose unconnected with parade, drill, or rifle practice, except with the approval of the Admiral Commanding.

Visit to garrison or camp by R.N.V.R.

288. Upon all occasions when the R.N.V.R. enter a garrison or camp as a body, the Officer in command is to report his arrival to the senior Naval Officer present, or, if there is not one, to the Officer in command of the garrison or camp.

(2) When any of the R.N.V.R. are assembled with the Regular Forces of the Army or Air Force in camp or for training, they will be under Naval Discipline in the same manner as if they were on actual service.

Camp rules applicable.

(3) Camp rules are to apply in all respects to the R.N.V.R., who must perform the camp duties of fatigue, cooking, &c.

(4) When any R.N.V.R. men desire to visit any garrison or camp as a naval body, the permission of the Admiral Commanding must first be obtained.

Assembly with Land Forces.

289. When the R.N.V.R. are brought together under arms at Rifle Shooting Matches or other occasions with any of His Majesty's Land or Air Forces on shore, the Officer in command of the R.N.V.R. present shall take care that every one under his command complies with all the Regulations of the Land or Air Forces relative to the camp or ground on which they may be, and he shall confer with the senior Officer of the Land or Air Forces, and act in concert with him, so that the R.N.V.R. present may in all cases act in accordance with the orders under which the Land or Air Forces are acting: but it is to be distinctly understood that nothing in this Regulation is to give a claim to any Officer of His Majesty's Navy or of the R.N.V.R. to assume command of any of His Majesty's Land or Air Forces, nor to any Officer of His Majesty's Land or Air Forces to assume command of any of His Majesty's Naval Forces.

Duties in case of riot or civil commotion.

290. Officers and men of the Royal Naval Volunteer Reserve when not called out for actual service remain, as ordinary subjects of His Majesty, bound in case of riots to use all reasonable endeavours according to the necessity of the occasion to suppress and quell such disturbances of the peace. They may, in common with all other subjects of His Majesty, be required by the Civil Authority to act as special constables for such purposes. When so employed they will be armed with the ordinary constable's staff, and will not wear uniform.

(2) In cases of serious and dangerous riots and disturbances, the Civil Authority may require His Majesty's subjects generally, including Officers and men of the Royal Naval Volunteer Reserve not in actual service, to arm themselves with, and use, other weapons suitable to the occasion, and such other weapons may be used accordingly by Officers and men of the Reserve according to the necessity of the case.

Digitized by Google

(3) In the event of an attack upon headquarters, ships, armouries or stores, Officers and men of the Reserve may combine and avail themselves of their organisation to resist it, and may use arms if the necessity of the occasion require it. Should it be necessary for them to use extreme measures, they should, whenever possible, give sufficient warning of their intention.

SECTION II.

LEAVE.

Rules as to Officers' leave.

291. Applications for leave of absence from Commanding Officers of Divisions are to be submitted to the Admiral Commanding.

(2) Leave of absence to other Officers, up to a maximum of 6 months, may be granted by the Commanding Officers of Divisions unless otherwise ordered at any time by the Admiral Commanding; applications for longer periods are to be submitted to the Admiral Commanding.

(3) Care is to be taken that the addresses of Officers on leave are recorded at the Headquarters; and changes of address should be at once notified.

(4) The approval of the Admiral Commanding is to be obtained before any officer or man of R.N.V.R. proceeds on leave outside the United Kingdom.

Acting appointments granted in certain cases.

292. Should an Officer be granted leave of absence for not less than 6 months, a temporary acting appointment may, if necessary, be given to another Officer of the Division to fill the vacancy, provided that—

(*a*) The total number of Officers allowed to the Division is not exceeded.

(*b*) The Officer so appointed is absorbed, or reverts to his former rank, at the expiration of such leave of absence.

(*c*) No additional expense is incurred to the Crown.

(2) Such acting appointments are subject to the approval of the Admiralty.

293. Officers undergoing 3 months' training who may be borne in H.M. Ships or Establishments at Christmas or Easter may be granted such short periods of leave as may be authorised for the Officers of these Ships or Establishments.

(2) Officers granted leave under these conditions may be continued on full pay for the period of leave, and such periods will count as part of their training.

(3) Officers undergoing periods of training of less than 3 months or appointed for courses are not entitled to pay during periods of leave whether absent from the Ship or not.

Digitized by Google

294. Leave to Officer Instructors is to be governed by Article **863** of the King's Regulations and Admiralty Instructions; their applications for leave (Form S. 539) are to be submitted to the Admiral Commanding. Leave to Officer Instructors and Petty Officer Instructors.

(2) The leave and sick leave of active service ratings, are governed by the King's Regulations and Admiralty Instructions.

295. Pensioner Shipkeepers may be allowed a maximum period of 14 days' leave with pay in each year, at the discretion of the Commanding Officers of the respective Divisions to which they are attached. Leave and sick leave of Shipkeepers.

(2) Shipkeepers who have completed 6 months' service as such may be granted sick leave with pay, less the normal amount of sickness benefit under the National Health Insurance Acts, for a period not exceeding 8 weeks in any period of 12 months.

For this purpose the normal amount of sickness benefit will be that payable in respect of a fully insured male person, and the deduction will be made in every case without regard to. whether benefit is actually received or to the rate actually drawn.

296.—9.

Chapter XIV.—Public Funds. Admiralty Grants and Accounting Instructions.

SECTION I.

PUBLIC FUNDS AND ADMIRALTY GRANTS.

300. *Public Funds.*

(A) *Maintenance of Ships and Establishments.*—All expenditure on ships and establishments such as rents, rates, taxes, repairs, coal, gas, electric light, water, furniture and wages of civilian employees will be borne by public funds. In so far as local payment for such services is authorised by the Regulations, the expense will be met from monies entrusted to the Accountant Officer by the Admiralty—*see* Chapter XVII.

Admiralty Grants.

(B) *Contingencies.*—An annual allowance will be made for certain specific services—*see* Article **301.**

(C) *Travelling and Subsistence of Officers on Divisional Duty.*—A special grant will be made towards their expenses—*see* Article **302.**

(D) *Annual Bounties.*—Bounties in respect of drills and training as provided in Article **303.**

(2) The monies received in respect of expenditure under (A), and the relative accounts of receipts and expenditure are to be

Digitized by Google

kept separate and distinct from the Admiralty grants in respect of items (B), (C), (D)—*see* Article **310** *et seq.*

301. *Contingent Fund.*—An annual allowance of £100 per sub-Division, in the form of a Contingent Fund, is granted for expenditure on the following services, subject to the provisions of Clause (2) :—

1. Prizes.
2. Bands.
3. Recreation.
4. Casual Labour.
5. Insurance of trophies and Divisional private property.
6. Legal expenses in connection with proceedings against men for failing to qualify for the annual grants and recovery of Government property, &c.
7. Fitments and general expenses in connection with competitions and displays.
8. Cartage.
9. Advertising and Recruiting.
10. Rifle ranges, markers, &c.

(2) Only a reduced grant will be paid to sub-Divisions more than 50 per cent. below full strength, the amount to bear the same proportion to the full grant as the actual strength of the sub-Division bears to 50 per cent. of the full authorised strength.

302. *Special Grant.*—A special annual Grant of £20 per sub-Division will be made to Commanding Officers of Divisions to cover the out-of-pocket expenses incurred by Officers in travelling and subsistence on Divisional Duty and may be expended under the following headings and subject to the under-mentioned conditions :—

(*a*) Expenses of travelling on duty (i) between Headquarters and outlying sub-Divisions or (ii) between an Officer's home or place of business and the Headquarters of a sub-Division to which he is not attached, provided that the expense thus incurred be not in excess of that of proceeding from his normal drill quarters.

(*b*) Reasonable expenses of Subsistence which an Officer may have to pay for his men when engaged at drill or exercises (other than boat drills, rifle practice and annual inspection away from the men's own sub-Divisions for which railway warrants only are issuable —*see* Article **304**) which keep them away from their Headquarters for a period of four hours or more.

(*c*) Travelling expenses incurred by Officers in taking their men to week-end camps for purposes of promoting Naval efficiency.

Digitized by Google

(2) Expenses will not be allowable to an Officer on account of travelling between his own home and the Headquarters or sub-Division to which he is posted, nor will subsistence allowance be payable for periods of duty at the Headquarters or sub-Division to which an Officer is attached.

(3) Expenses on account of travelling or subsistence of the nature provided for in paragraph 1 will not be defrayed from this grant for distances under 5 miles.

(4) Where the journey is by rail, third-class fares only will be allowed, except when it is necessary for an Officer to travel in uniform, when first class fare will be accepted as a charge against the fund.

(5) The number of journeys permitted must necessarily be regulated with due regard to the amount available, and it is desirable that the Commanding Officer and Finance Committee should exercise strict control over the expenditure.

(6) Payment is not to be made to any Officer in the form of an allowance for expenses, but only on the basis of properly vouched accounts for expenses actually incurred.

303. *Bounties.*—Annual Bounties on the scale shown below will be granted to cover out-of-pocket expenses incurred by men carrying out their R.N.V.R. Drills and Training :—

(1) *Seamen, Signalmen and Telegraphist ratings* (except Ordinary Seamen, Youths, and Buglers, *see below*) :

	£	*s.*	*d.*
(*a*) 1*s.* per drill to each man up to a maximum of 50 drills per annum - -	2	10	0
(*b*) On qualifying or requalifying in a special branch, and yearly thereafter during each period of service, so long as the man requalifies from time to time as may be required by the Regulations - - - - - -	0	10	0
(*c*) On completing the prescribed training afloat or in a Naval Establishment, and each year subsequently so long as training is not in arrear - -	1	0	0
(*d*) On completing 50 drills for the year, qualifying or requalifying in a special branch, and on completion of the prescribed training afloat or in a Naval Establishment; to be paid yearly during each period of service so long as the man requalifies from time to time as may be required by the Regulations and his training is not in arrear - - - - - -	1	0	0
Maximum per man per annum -	£5	0	0

Digitized by Google

	£	s.	d.
(2) *Ordinary Seamen:*			
(*a*) 1*s.* per drill to each man up to a maximum of 50 drills per annum - - - - - -	2	10	0
(*b*) On passing the examinations referred to in Articles **176,** clause 1 (*e*), or **177,** clause 1 (*e*), and annually thereafter until rated A.B., Signalman or Telegraphist - - - - - -	0	10	0
(*c*) On completing the prescribed training afloat or in a Naval Establishment and each year subsequently so long as training is not in arrear - - - -	1	0	0
Maximum per man per annum	£4	0	0
(3) *Youths and Buglers:*			
1*s.* per drill to each rating up to a maximum of 50 drills per annum - - - - - -	2	10	0
Maximum per man per annum	£2	10	0
(4) *Other Ratings:*			
(*a*) 1*s.* per drill to each man up to a maximum of 50 drills per annum - - - - - -	2	10	0
(*b*) On completing the prescribed training afloat or in a Naval Establishment and each year subsequently so long as training is not in arrear - - - -	1	10	0
(*c*) On completing 50 drills and having completed the prescribed training afloat or in a Naval Establishment so long as the prescribed training is not in arrear - - - - - -	1	0	0
Maximum per man per annum	£5	0	0

304. *Travelling Warrants, Boat Drills, &c.*—Officers and men undergoing instruction at rifle ranges or at drills or attending at annual inspection will be entitled to receive travelling warrants as for corresponding ranks and ratings in the Royal Navy, provided that the authorised place of the practice or drill or inspection is more than 5 miles distant, in

Digitized by Google

one direction only, from the Headquarters of the Division or sub-Division.

305-309.

SECTION II.

Cash Accounts and Supply of Cash.

310. *Cash Accounts.*—The Accountant Officer of each Division is to render to the Accountant General of the Navy two Cash Accounts each month, viz.:—

(*a*) Cash Account No. 1 relating to the receipts and expenditure of monies entrusted to him by the Admiralty for the purposes specified at (A) of Article **300.**

(*b*) Cash Account No. 2 relating to the receipts and expenditure of the Admiralty grants made to the Division for the purposes indicated at (B), (C), and (D) of Article **300.**

311. *Instructions for rendering Accounts.*—The following instructions regarding these two Accounts are to be observed, and for guidance where no specific provision has been made, Chapter XLIII. of the King's Regulations and Admiralty Instructions should be consulted.

312. Supplies of money for Cash Account No. 1, *i.e.*, for the services which are directly chargeable againt public funds, are to be obtained by requisition (Form D. 151) on the Accountant General of the Navy, who will forward an Imprest Bill for the amount required. The envelope containing the Imprest Demand should be marked "Imprest" on the left lower corner.

(*a*) The Imprest Bills, which will be made out in the name of the Accountant Officer, are, after endorsement, to be paid immediately to the credit of the Public Account opened in the name of the Accountant Officer at the authorised Bank.

313. *Supplies of Money for Cash Account No.* 2.—Advances on account of the Contingent Fund and the Special Grants for travelling expenses are to be requisitioned on separate forms D. 151 in a similar manner to that indicated in Article **312** for Cash Account No. 1. Requisitions are to be supported by a statement jointly certified by the Officer Instructor and the Commanding Officer of the Division specifying—

(i) the number of sub-Divisions of the Division;

(ii) the strength to which each has been recruited;

(iii) the total estimated amount payable for the year; and

(iv) the amount already drawn, if any.

(2) The Imprest Bills will be made payable to the Commanding Officer and Finance Committee jointly, and after

Digitized by Google

endorsement are to be paid immediately to their credit in the Banking Account held in their names.

314. *Bounties.*—Claims for Bounties are to be made on or after the 1st January of the year following that in which the grants have been earned. In support of the claims the Commanding Officer of each Division is to forward to the Accountant General of the Navy, through the R.N.V.R. Committee, on Form R.N.V. 2, prepared in triplicate, a nominal roll jointly certified as correct by the Officer Instructor, the Accountant Officer, and himself, of ratings who, on the 31st December, possessed a claim to bounty, and showing—

(i) the number of drills carried out by each rating,
(ii) whether qualifying or requalifying courses have been carried out,
(iii) whether Naval Training has been performed, and
(iv) the amount claimed in respect of each man.

(2) The Roll should also indicate those ratings specially exempted from attendance at the annual inspection.

(3) On the claim being approved at the Admiralty, a bill for the amount due will be forwarded in favour of the Commanding Officer and Finance Committee jointly, and should be dealt with as indicated in Article **313,** Clause 2. Form R.N.V. 2 will accompany this Bill and after the receipt of each rating entitled to bounty has been obtained thereon the form is to be returned to the Accountant General of the Navy. All payments of bounty are to be recorded in Form R.N.V. 18 as they are made (*see* Art. **329**) and a certificate of the total amount so paid and recorded each month is to be forwarded as a voucher to Cash Account No. 2 (*see* Article **329**),

315. All claims for Admiralty Grants or advances on account thereof are to be passed by the Finance Committee before submission to the Admiralty.

316. *Custody of Money.*—The Accountant Officer is responsible for the safe custody and proper expenditure of all moneys entrusted to him, and is to have sole charge of the public safe in which is to be kept all money drawn from the bank or received from other sources.

(2) Detailed instructions appear on Form S. 1001—"Memorandum to Officers in charge of Public Money"—which should be posted on the inside of the door of the safe.

(3) The keys of the safe are to remain in the personal custody of the Accountant Officer unless, in his absence, it becomes necessary for the Commanding Officer to delegate to another Commissioned Officer the charge of the public balance. In this event the Officer assuming charge is to receive the keys, and is to be held responsible for the safe custody of the monies transferred to him, the amount of which is to be verified.

Digitized by Google

SECTION III.

BANKING.

317. *Public Funds.*—In connection with Cash Account No. 1 a public Banking Account is to be opened in the name of the Accountant Officer at such local bank as may be authorised, preference being given, whenever practicable, to Branches of the Bank of England, and the Accountant Officer is to lodge his signature at the Bank. A certificate from the Bank in the following terms is to be obtained and forwarded to the Accountant General of the Navy :—

> "The Account standing in the name of ———— is held by the Bank as money belonging to the Admiralty Department of H.M. Government and the Bank will at all times comply with any directions which may be given by the Admiralty in respect of such account."

318. *Headings of Cheques.*—As all cheques used by Officers of Public Departments in drawing upon Admiralty accounts kept at Banks are exempt from Stamp Duty, the Accountant Officer is to use unstamped cheques in connection with Cash Account No. 1. Such cheques should be crossed and headed "On His Majesty's Service."

319. *Bank Balance.*—The balance at the Bank is at all times to be kept as low as possible consistent with the requirements of the public service.

320. *Contingent Fund and Special Grant.*—As regards Cash Account No. 2, amounts received in respect of the Contingent Fund, the Special Grant and Bounties are to be paid into a Bank to the joint account of the Commanding Officer and a Finance Committee, consisting of the Accountant Officer and not fewer than two Officers appointed by the Commanding Officer. Cheques on the account are to be signed by the Commanding Officer and the members of the Finance Committee, or such of their number (not less than two) as they may conjointly empower so to do. Cheques drawn on this account are liable to stamp duty.

(2) The account should stand in the books of the Bank in the name of "The Commanding Officer and Finance Committee, ———— Division, Royal Naval Volunteer Reserve."

321. *Change of Bank.*—Admiralty approval must be obtained before opening a fresh banking account or transferring an account already authorised from one bank to another.

322. *Bank Book.*—There will be no distinction in the Cash Accounts between transactions affecting money in the Bank and those affecting actual cash, but the Accountant Officer is to keep a Bank Book (D. 568A), in respect of each of the two Cash

Digitized by Google

Accounts, in which he is to enter at the time particulars of all sums paid into, and cheques drawn upon, the Bank, so that the available balance of money at the Bank may be ascertained at any moment.

323. *Inspection of Bank Books.*—The Accountant Officer is at frequent intervals to compare the Bank pass book with his own record (D. 568A) and is to set off in the latter each cheque shown as paid by the Bank pass book.

(2) The Banking and other accounts of Public Monies of each Division are subject to inspection at any time by Officers specially deputed for the purpose by the Admiralty or the Admiral Commanding. Commanding Officers are to afford every facility in their power for the performance of this duty.

(3) Whenever the balances of public money in his charge are officially inspected, the Accountant Officer is to produce the Bank Books and the Bank pass books; an agreement between the balances shown therein respectively being worked out in Bank Books in red ink, any cheques drawn, but not entered, in the Bank pass books as "paid" being noted.

324. *Separate Banking Accounts.*—The Banking Accounts in connection with Cash Account No. 1 and Cash Account No. 2 respectively are to be kept entirely separate from each other, and private money is in no circumstances to be credited to either of these accounts.

(2) Cheques are not to be drawn on either of these Accounts to meet private expenditure connected with the Division

325. *Interest to be brought to Credit.*—Any sums allowed by a Bank as interest on the monies standing either in Account No. 1 or Account No. 2 are to be credited periodically to the respective accounts.

326. *Pass Book and Cheques.*—Bank pass books and cheques, and their counterfoils, are to be retained for a period of not less than two years from the date of the last transaction, but may be kept for such further period as may be considered desirable.

SECTION IV.

ACCOUNTING AND VOUCHERS.

327. *Cash Book (S. 29).*—In respect of the transactions relating to Cash Account No. 1, the Accountant Officer is to keep a Cash Book (S. 29) in which every item, whether of receipt or expenditure, is to be posted daily in the actual order of its occurrence.

(2) All monies affecting this account are to be entered in the book which is to be so kept that at any time the balance appearing as due thereon will agree with the amount in the public chest and at the Bank.

Digitized by Google

(3) The transactions inserted in this account will, *inter alia*, include the following:—

(*a*) Imprests obtained from the Admiralty (Article **312**).

(*b*) Money received from a Volunteer for the purchase of his discharge under Article **187** (1) (C).

(*c*) Compensation received from a Volunteer under Articles **187** (1) (*b*) and **286** for loss or damage to arms or appointments, &c., issued to Divisions by the Admiralty.

(*d*) Compensation received from a Volunteer under Article **362**, or Appendix A. in respect of Uniform Allowance or of Clothing issued to him.

(*e*) Fines received from a Volunteer for inefficiency under Article **211**.

(*f*) Advances to Officers and men proceeding for training.

328. *Form R.N.V.* 18.—For transactions relating to Cash Account No. 2, Form R.N.V. 18 will take the place of the Cash Book referred to in Article **327**.

(2) Receipts from the following sources will be shown therein, viz.:—

(*a*) Money received from the Admiralty on account of the Contingent Fund, Special Grant and Annual Bounties (Articles **313** and **314**).

(*b*) Fines or other charges paid by a Volunteer in accordance with Divisional Rules (Article **285**).

(3) The general instructions printed on the front of Form R.N.V. 18 are to be strictly observed.

(4) Admiralty Grants are not the property of any individual, and monies properly credited to this account are not in any circumstances to be transferred to any private account, or to be expended for purposes other than those prescribed in these Regulations (Articles **301**, **302** and **303**).

329. *Accounts and Vouchers.*—Schedules of the Cash Book and of R.N.V. 18 respectively, made out on Form S. 29, will constitute Cash Accounts Nos. 1 and 2, and are to be forwarded through the Commanding Officer within ten days of the end of each month to the Accountant General of the Navy, accompanied by Vouchers in support of all items, except those in respect of money obtained by Imprests. The Vouchers for both accounts are to bear distinguishing numbers and letters as follows:—

Debit (Receipt) Vouchers are to be lettered A., B., C., &c.
Credit (Payment) Vouchers are to be numbered 1, 2, 3, &c.

the series in each case commencing from the first day of each quarter. Each voucher is to be signed by the Commanding

Digitized by Google

Officer, or his deputy, as certifying his approval of the transaction indicated thereon. Duplicates of all vouchers are to be retained by the Accountant Officer.

(2) Vouchers for payment for water, gas and electric current should bear the following endorsement:—

(i) The supply has been economically used,

(ii) The meter readings are correct,

(iii) The rates charged do not exceed those current in the district,

(iv) The Admiralty is liable for the whole of the expense.

330. *Receipts.*—All vouchers are to be properly receipted, and when the amount of any payment made is £2 or more, a receipt stamp, provided by the person receiving the money, is to be affixed, unless exempted under the provisions of Article 1678 (2) of the King's Regulations and Admiralty Instructions.

331. *Outlying sub-Divisions.*—All claims for expenses incurred by outlying sub-Divisions are to be forwarded to the Accountant Officer of the Division for settlement, after approval for payment has been obtained from the Commanding Officer and Finance Committee.

332. *Postages.* — A postage book should be kept, if necessary, and when the Cash Account is being closed the total of postage expenditure should be brought to account (Form S. 24) and posted in the Cash Account.

333. *Supplies of Voucher, Forms, &c.* — Supplies of voucher, &c., Forms can be obtained from the Superintendent, R.N. Store Depôt, West India Docks, London, E. 14. Where suitable printed forms are not available vouchers should be made out in manuscript on *foolscap* sheets.

334. *Private Funds.*—Contributions to the private funds of the Divisions and expenditure defrayed therefrom should not be shown in these accounts. In the event of a Voucher, comprising expenditure chargeable to private as well as to public funds or the Admiralty grants made to the Division, the amount chargeable to each source of income should be clearly indicated on the Voucher, and only the proportion chargeable to public funds or Admiralty grants, entered in the respective Cash Account.

335. *Private Funds* — An account of the receipt and expenditure of money obtained from private sources is to be kept in a suitable form.

336. *Inspection of Public Money.*—On the last day of each month, after all payments for the month have been made, or on the first day of the succeeding month, before any transactions

Digitized by Google

have taken place, the Cash Book and Form R.N.V. 18 are to be balanced and the balances are to be verified concurrently by the Commanding Officer of the Division or an Officer deputed by him for the purpose, who will fill up Forms S. 452 (Summary of Cash Account) and append his signature at the end of the Monthly Cash Accounts (Forms S. 29) in approval thereof. The balances of cash are also to be checked on the following occasions :—

(i) At an uncertain date at least once in each quarter.

(ii) On the supersession of the Accountant Officer or on his being relieved of his duties from illness or any other cause.

(2) In carrying out this duty the Examining Officer is to be guided generally by the instructions contained in Article 588, Clause 2, of the King's Regulations.

SECTION V.

Responsibility for Expenditure.

337. *Responsibility of Commanding Officer.*—Commanding Officers of Divisions are personally responsible for all expenditure authorised by them out of public funds and Admiralty Grants.

(2) All expenditure charged in Accounts No. 1 or No. 2 of a Division will be deemed to have been so authorised, except where specific Admiralty authority has been given.

(3) *Income not to be exceeded.*—The expenditure of a Division from Admiralty Grants is not to exceed its income.

338. *Expenditure from Private Funds.*—The Admiralty cannot accept any responsibility for expenditure from private funds.

339. *Functions of Finance Committee.*—The functions of the Finance Committee are advisory, and not intended to limit the responsibility of the Commanding Officer.

339A. *Duties of the Accountant Officer.*—The duties to be carried out by the Senior Accountant Officer of the Division are as follows :—

(*a*) Under the authority of the Commanding Officer to make all payments on behalf of the Division.

(*b*) To keep the financial accounts of the Division.

(*c*) To have charge and keep the accounts of all Clothing and Victualling Stores and Mess Traps supplied to the Division, and to supervise and keep a record of the receipt and issue of all kits and clothing generally.

Digitized by Google

(*d*) To be a Member of the Board of Officers appointed to carry out the annual stocktaking of Stores.

(*e*) To be a Member of the Finance Committee.

(*f*) To assist the Commanding Officer generally in financial and administrative matters.

(2) The Second Accountant Officer is to assist the Senior Accountant Officer in carrying out the above duties.

Chapter XV.—Land and Buildings.

SECTION I.

Purchase or Lease.

Proposals for.

340. All proposals to purchase or lease land or buildings, or to erect buildings on land so acquired, are to be submitted by Commanding Officers to the Admiral Commanding, through the R.N.V.R. Committee, for approval before any liability is incurred.

Particulars to be given.

341. Applications for the purchase of land are to specify—

(1) The exact situation and area of the property which it is proposed to acquire. (The situation should also be marked on a small map of the district.)

(2) The purpose for which the property is required.

(3) The price which it is estimated would be required.

(4) If the property is already unofficially occupied by the Division, the terms on which it is held.

(5) If the property is not occupied by the Division, but its acquisition will enable the Division to surrender other accommodation, the amount of the saving to be effected by its surrender should be stated.

342. The application should be accompanied by a plan of the site and of any existing buildings thereon.

(2) In submitting the application, the R.N.V.R. Committee should state their own opinion of the proposal, and whether they recommend it for approval. The Admiral Commanding will, if he considers it necessary, cause the property to be inspected, and, if he then recommends the application for approval, will submit it for the consideration of the Admiralty.

343.

SECTION II.

Property of Divisions.

Rules authorised by Naval Forces Act.

344. In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to rules and property of the corps, are adapted as shown in the following Articles.

Digitized by Google

345. The Officers and men of a Division of the R.N.V.R. may from time to time make rules for the management of the private property, private finances, and *civil* affairs of a Division, and may alter and repeal any such rules; but any such rules shall not have effect unless and until they shall be approved by the Admiralty, and upon such approval the same shall be binding on all persons. Authority to make rules.

(2) A copy of the rules in print or writing, or partly in print and partly in writing, certified under the hand of the Commanding Officer of the Division as a true copy of the rules, whereof the Admiralty's approval has been notified as aforesaid, shall be conclusive evidence of the rules of that Division of the R.N.V.R.

346. All money subscribed by, or to, or for the use of any Division, or of any sub-division in such Division, and all effects belonging to such Division or sub-division respectively or lawfully used by it, not being the property of any individual Officer, Petty Officer, or man, or member of the Instructional Staff, and the exclusive right to sue for and recover money due to the Division or to any such sub-division as aforesaid, shall vest in the Commanding Officer of the Division for the time being and his successors in office, with power to him and his successors to sue, to make contracts, and to do all other lawful things relating thereto; and any civil or criminal proceedings taken by virtue of the present section by the Commanding Officer of a Division shall not be discontinued or abated by his death, resignation, or removal from office, but may be carried on by and in the name of his successor in office. Authority of Commanding Officer of Division.

347. The Commanding Officer of a Division receiving any arms, ammunition, or other stores supplied at the public expense or by private subscription shall, subject to the approval of the Admiralty, appoint a proper storehouse for the depositing and safe-keeping of such arms, ammunition, or stores. Storehouses to be provided for stores.

(2) Every such storehouse shall be free from all county, parochial, or other local rates and assessments.

(3) All exemptions contained in the Gunpowder Act, 1860, or ny Act amending the same, relative to storehouses, magazines, or places belonging to, or held for the service of, the Crown, shall extend to any storehouse appointed under this rule, with the approval of the Admiralty, as a fit place for the storing of ammunition but not otherwise.

348.

349.

Civil and Administrative Rules.

350. The property of the Division is vested in the Commanding Officer, but committees to aid him in the financial and civil business of the Division are to be appointed once a year. Property vested in Commanding Officer of Division.

Digitized by Google

Committees, convening of meetings.

(2) The committees shall for ordinary purposes be two, viz., a Finance Committee (*see* Article **320**) and General Purposes Committee. (*See* Articles **352–4**.)

Honorary Officers, eligibility of.

(3) The Commanding Officer shall have power to convene a special meeting of any committee at one week's notice.

(4) Honorary Officers may take part in the civil affairs of the Division; but they are not eligible for election on either the Finance or the General Purposes Committee.

Finance Committee—Composition and duties of.

351. The Finance Committee shall be appointed by the Commanding Officer. (*See also* Article **320.**)

(2) The management of the Contingent Fund and Special Grant made to the Division shall be vested in this Committee, but all dealings with these funds shall be subject to the approval of the Commanding Officer. (*See also* Articles **339** and **339A.**)

(3) The Finance Committee is to meet at least once a quarter.

(4) The Accountant Officer or his assistant will act as Honorary Secretary, and record the minutes of its meetings.

(5) No substitute shall be permitted for any member, and any vacancy occurring during the year is to be filled up forthwith.

General Purposes Committee. Composition and duties of.

352. General Purposes Committees shall be appointed by the Commanding Officer of the Division for the headquarters sub-divisions and also for each place at which an outlying sub-division is established. The committee for the headquarters sub-divisions shall consist of the Commanding Officer, Officers Commanding sub-divisions, and the Accountant Officer; in the case of outlying sub-divisions, of the Commanding Officer of the Division, the Officers Commanding the outlying sub-divisions concerned, the Accountant Officer, and one additional Officer (selected by the Commanding Officer of the Division from each outlying sub-division concerned); five members shall form a quorum, except that where two sub-divisions from the headquarters of a Division, or two sub-divisions are established at one place as outlying sub-divisions, three shall form a quorum, and in the case of a single outlying sub-division two shall suffice.

(2) An Honorary Secretary shall be appointed annually by the Committee, and any vacancy occurring during the year shall be filled up by the sub-division concerned, due notice being given to the Honorary Secretary.

General Purposes Fund, nature of.

353. The General Purposes Fund at the Headquarters of any Division or outlying sub-division shall consist of donations and subscriptions from private sources, and shall be managed by the General Purposes Committee, but all transactions in connection therewith shall be subject to the approval of the Commanding Officer.

Digitized by Google

(2) The General Purposes Committee will be informed by the Commanding Officer of the extent to which it will be possible to meet expenditure at the sub-division on Bands, Prizes, Rifle Ranges, Markers, &c., out of the Contingent Fund (vide Article **301**). Any authorised expenditure so incurred will be dealt with by the Accountant Officer at Headquarters and brought to account by him in Cash Account No. 2, the items being supported by duly receipted vouchers (*see* Articles **329** and **334**).

General Purposes Fund, audit of.

354. The accounts of the General Purposes Funds, and any other private funds, shall be audited by auditors elected from the Division (members of the General Purposes Committee being ineligible), or by a member of a Chartered or Incorporated Society of Accountants appointed by the Commanding Officer, in which case the cost of the audit will be borne by the General Purposes Fund.

(2) The Public Accounts of each Division shall be subject to audit only as provided in Chapter XIV.

(3) Audited abstracts of the General Purposes and any other private divisional accounts, together with the annual return of Public Receipts and Expenditure, shall be posted at Divisional Headquarters, and at the headquarters of outlying Sub-Divisions concerned, early in each year.

355.—9.

Chapter XVI.

SECTION I.

Pay and Allowances.

Officers.

360. When called out for War Service or when undergoing Naval Training, Officers are to receive the pay of the Royal Naval ranks, the equivalent of which they may hold, or such special pay as may, by Order in Council, be determined. (*See* Appendix M.)

Mobilised Service in the Royal Navy only will count towards increase of pay.

Mess contribution.

361. R.N.V.R. Officers are not entitled to receive any allowances as contributions towards mess expenses except as provided for hereunder.

(2) Gun Room Officers embarked in H.M. Ships in which there is no Gun Room Mess and Gun Room Officers on reaching the age of 23, whether there be a Gun Room Mess in the Ship or not, are required to mess in the Ward Room and to pay their proper share of mess money as if they were Ward Room Officers, but to meet the increased expenses they will be

Digitized by Google

allowed the difference between 37*s.* 6*d.* a month and the amount contributed monthly by the Officers of the mess, which amount, however, is not to exceed the prescribed limit of £3.

(3) This allowance is to be paid also to Sub-Lieutenants when in command of Torpedo Boats or other small vessels.

(4) The maximum amount payable under the regulations is not to exceed 22*s.* 6*d.* for each complete calendar month. For broken periods payment is to be made at the rate of 9*d.* a day.

(5) Warrant Officers obliged to join a mess which includes all Officers will be allowed 1*s.* a day.

(6) The rates of mess subscription in H.M. Ships may vary from time to time and consequently the rates of difference of mess subscription laid down in this Article may be changed. (*See also* Article **260,** Clause (2).)

Uniform Allowances.

362. On confirmation in rank, Officers entered on or after the 1st January 1921 will be eligible for an Outfit Gratuity of £50. Officers who have already received an allowance on this account will not be eligible for the grant of £50, but those who served during the Great War in a temporary capacity, and have since been appointed to the permanent Reserve under the revised conditions and confirmed in rank, will be eligible for the difference, if any, between the amount of the Outfit Gratuity already received by them and the revised gratuity of £50. This concession does not apply to officers permanently appointed to the Reserve prior to the 1st January 1921.

Honorary Officers are not entitled to an allowance in aid of Outfit.

(2) An Officer who fails to serve four years will be required to refund the amount paid to him to the extent of one quarter of the allowance in respect of each year or portion of a year by which his service falls short of four years, but in exceptional circumstances, *e.g.*, where the failure is due to ill-health not attributable to the Officer's misconduct or imprudence, the refund may be waived in whole or in part at the discretion of the Admiralty.

(3) No payments in respect of Outfit Gratuity are to be made without prior reference to the Accountant General.

Men.

363. R.N.V.R. ratings when called out or undergoing Naval training, are to receive the daily rates of pay specified in Appendix M, also payment for non-substantive ratings and Good Conduct Badges, if held. Only mobilised service in the Royal Navy and/or former R.N. service, as allowed under Naval conditions, will count towards increase of pay and the grant of Good Conduct Badges.

Kit upkeep Allowance.

(2) Kit Upkeep Allowance at active service rates is payable to men called out. Men undergoing training are not eligible for this allowance.

Digitized by Google

(3) Marriage Allowance on the same scale as for the Royal Navy is payable for the legal wives and/or legitimate children (including stepchildren but not adopted children) of married R.N.V.R. ratings undergoing Naval training and in receipt of pay for not less than 7 days, or when called out for actual service. Marriage Allowance.

(4) Reservists called out for actual service are permitted to make allotments of pay in accordance with the general regulations applicable to Active Service ratings. When men are undergoing Naval training, however, allotments are not permitted (and are consequently not required for Marriage Allowance purposes) unless the period of training exceeds three weeks. Allotments, &c.

Every facility for remitting money or obtaining postal orders is to be given to all men embarked for training.

(5) Men who are medically rejected on being called out in time of war or emergency are to be paid the rate of Naval pay appropriate to their ratings by the Accountant Officer of the Division, in respect of the period during which they are detained at Headquarters. Such men are entitled to Naval pay from the date of the issue of their personal summons to join, provided they report within three days (inclusive) of such date. Men reporting later are to be paid from date of reporting. In addition to pay, lodging and provision allowances may also be paid if the men are not provided with service accommodation or victualled. The men's signatures are to be obtained on the voucher for payment, which should show the inclusive period during which the men are detained for medical examination, and be forwarded to the Admiralty in support of the entry in the Cash Account. Payment of men medically rejected.

The period during which the men are borne for pay should be entered in the service columns on page 3 of their Service Certificates.

364. War Clothing Gratuities will be credited on the Ledger to ratings on the outbreak of hostilities representing the cost of the additional Clothing required. War clothing gratuity.

(2) The amounts of the grants will, at the discretion of the Admiralty, be subject to periodical review concurrently with the revision of the issuing prices of Seamen's clothing and will be notified from time to time to the respective Commanding Officers of the R.N.V.R. Divisions.

365. Officers and men undergoing naval training will receive travelling warrants and subsistence as for corresponding ranks and ratings R.N.; this will also apply to Officers and men under instruction at rifle ranges or at boat drills. Travelling warrants and subsistence.

366. When Officers and men undergo training in peace time in H.M. Ships or R.N. Establishments, the prescribed period (*e.g.*, 14 days, 28 days, etc.) for which they are ordered to be borne on Ship's Books is not to be exceeded. Period of Training.

Digitized by Google

(2) Pay is to commence from the date of arrival on board or at the Establishment to which appointed and to continue, subject to Clause (1), to date of discharge inclusive, irrespective of whether the Officer or man arrives or is discharged before or after noon.

(3) Officers and men will travel to and from the Headquarters of their Sub-Division and be victualled at the public expense according to Naval regulations.

(4) Normally the rule in Clause (2) above will ensure that Officers and men receive pay at Naval rates for the time occupied in travelling; any exceptional cases in which this is not ensured, or any cases in which it is considered necessary to bear Officers or men for longer than the prescribed periods, should be reported without delay to the Admiral Commanding for instructions. Full particulars should be given as to the necessity for any abnormal time occupied in travelling or for any extension of the prescribed period.

Ledger.

367. Accounts of Reserve Officers and men when borne on Ships' books are to be shown on separate lists and subdivisions of lists from those of R.N. ranks and ratings. These accounts are to form separate sections of the Ledger and are to be left unattached to the rest of the Ledger on its transmission into Office.

A separate index, to include both Officers and men, should be made out for the Reserves section of the Ledger.

R.F.R. ratings are not to be included in the section comprising the R.N.R. and R.N.V.R. personnel.

Permanent Staff.

368. The Permanent Staff will receive pay as follows:—

Officer Instructor.—Full pay of his naval rank, with lodging, provision and servant's allowances at the annual Naval rates except when accommodated, victualled or provided with attendance at public expense.

Other Instructors and Divisional Ordnance Artificers.—Pay of their naval substantive and non-substantive ratings and good-conduct badges worn, also lodging (if quarters are not available) and provision allowances at the recognised Naval rates.

Note.—Form S. 1297 is to be furnished in all cases.

Shipkeepers.—At civilian rates, which will be laid down from time to time by the Admiralty, and communicated to the respective Divisions.

2. Extension pay will not be granted to Instructors.

369. Officers of the Permanent Staff will be paid monthly and Petty Officers and men of the Permanent Staff weekly by the Accountant Officer of the appropriate Coast Guard Area, except in the case of the London Division, members of which Division will be paid by the Accountant Officer of H.M.S. "President."

Digitized by Google

370. When embarked with the R.N.V.R. for training, Petty Officer Instructors are not to receive either lodging or provision allowances.

(2) Petty Officer Instructors when embarked are to be borne for victuals only, their pay being adjusted by the Accountant Officer of their appropriate Coast Guard Area or of H.M.S. "President," as the case may be.

371. When called out for active service, each man— provided he is medically fit—will, on joining his ship, be credited on the ledger with a bounty or £5. War Bounty.

HEALTH AND UNEMPLOYMENT INSURANCES.

Health Insurance.

372. R.N.V.R. ratings are to be regarded for Health Insurance purposes as in civil employment whilst undergoing training or voluntarily serving during manœuvres, provided that prior to joining for such training, &c. they were insured persons as civilians.

(2) They should be instructed to bring with them when attending for training, &c. the Health Insurance cards used by them in civil life, and stamps of the statutory values are to be affixed for the period of training, &c.

(3) For Health Insurance the ordinary employed rate is 10*d.* in Great Britain and 8*d.* in Ireland, but if a resident of Ireland is a member of the Seaman's National Insurance Society the rate in his case is 10*d.*

These rates apply during training, whatever rates of contribution have been paid in civil life, and the full cost of the stamps issued at these rates will be borne by naval funds, no portion being chargeable against the man. If a man is a voluntary contributor, he himself is responsible for any additional payments required.

National Health Insurance stamps corresponding in value to the rates mentioned are to be affixed in respect of every Monday for which a man is borne for pay, and in addition for fractional portions of a week in like manner and subject to the same conditions as the contributions are made for active service Seamen and Marines, *e.g.*, the fractional portion of the week in which a man re-enters from Prison, Civil Power, &c.

(4) During the period of training, &c., the cards of insured men should be kept in the custody of the Accountant Officer, who will be responsible for their security.

If a man is transferred to another Ship or Establishment, his card is to be attached to his pay documents.

Care is to be taken to prevent the loss of any cards, as it is imperative that they should be returned to the men on their return to civil employment, but in any case where cards cannot be handed to the men, they should, when stamped for the necessary period, be forwarded to the Accountant-General of the Navy.

Digitized by Google

(5) Stamps of the relative value for the periods borne are to be affixed to the cards on the following occasions:—

(*a*) On discharge to another Ship or Establishment, or to the shore.

(*b*) On men being marked "Run," "D.D." and on discharge to Prison, Detention Quarters or Civil Power.

(*c*) At the end of every quarter, before the ledger or other pay document is closed.

(6) Men joining from the shore without Insurance Cards are to be called upon to declare, on one of the forms provided on Form S. 1035, whether or not they are insured persons as defined in paragraph 1.

If they sign the first declaration on that form, the necessary stamps are to be issued in respect of them and affixed to Emergency Insurance Cards, supplies of which are to be obtained at the local post offices, or, when the men are insured in a different country from that in which they are under training, from the National Health Insurance Commission of the country in which they are insured. The same procedure is to be followed when the period of training extends beyond the currency of their cards and fresh cards cannot be obtained in time. In no case are stamps to be affixed to a man's card when the period of its currency has expired.

If they sign the second declaration on Form S. 1035 no stamps are to be issued in respect of them. This declaration will be signed by two different classes of men, viz.:—

(1) Those who, though "employed" in civil life within the meaning of the National Insurance Act, are exempted from insurance. Every such man possesses an Exemption Book, and if he produces it, a notation is to be made in it of the period of training and the ship in which trained.

(2) Those who are excepted from insurance, *i.e.*, those who in civil life are not "employed" within the meaning of the Act. Such men do not possess Exemption Books, but their declarations on Form S. 1035 are to be accepted.

Forms S. 1035 (bearing additional notations as to men's official numbers and the inclusive dates of drill or training) are to be forwarded into Office as enclosures to the ledger or pay list on which the men are first entered for pay.

(7) Men uninsured as regards health are to be distinguished on the ledger and all pay documents, by the letter "U" in red ink being inserted beneath their names. Where, however, a man is not so distinguished on his transfer pay documents, and he is unable to produce his Insurance Card, immediate reference as to the facts of his case and the disposal of his card, if any, is to be made to the last ship in which he was borne.

Digitized by Google

Unemployment Insurance.

(8) The scheme of insurance against unemployment embodied in the Unemployment Insurance Act, 1920, applies generally to all civilians of the age of 16 and upwards falling within the National Health Insurance scheme with certain exceptions, *e.g.*, agriculture and domestic service are not included. Persons not in an excepted employment may claim exemption under certain conditions and, if their claim is admitted, are granted an Unemployment Insurance Exemption Certificate.

It is provided in the Act that where a man of the Naval Reserves is being trained and is in receipt of pay from naval funds, and was normally before his training an employed person within the meaning of the Act (*i.e*, not in an excepted employment or not in possession of a certificate of exemption), he shall be deemed while so training to be an employed person in the service of the Crown.

As in the case of Health Insurance both the employer's and employee's contribution will be paid from naval funds, no contribution being exacted from the men during their training, &c. Unemployment Insurance stamps are accordingly to be affixed to the Unemployment Books of all insured Volunteers for each calendar week of training at the rates promulgated from time to time in Admiralty Fleet Orders.

A calendar week means the period from midnight on one Sunday to midnight on the following Sunday.

The first employer during the week is liable to pay the contribution due for that week. Where, therefore, a Volunteer is entered for training, &c. later in a week than Monday, and has been in civil employment during the week, his book should have been stamped for that week by his employer, and men are to observe that this has been done; if, however, the man was not in employment prior to training, a stamp of the value required for the full contribution due for the week should be affixed on entry.

In the cases of persons holding an Exemption Certificate the employer is still liable to pay his share of the contributions. Exempt persons are not provided with an ordinary Unemployment Book, but must obtain an Unemployment (Exempt Persons) Book, and where a Volunteer produces one of these books, stamps should be affixed for each calendar week of training at the rates promulgated from time to time in Admiralty Fleet Orders.

(9) Clauses 4 and 5 relative to Health Insurance Cards apply also to Unemployment Books.

(10) In the cases of (*a*) men in an excepted employment and (*b*) men in possession of a certificate of exemption, the following notations are to be made against their names on the ledger or pay list on which they are first entered for pay:—

(*a*) "U.I. - - - - Excepted."
(*b*) "U.I. - - - - Exempt."

Digitized by Google

National Health and Unemployment Insurance Stamps.

(11) Supplies of National Health and Unemployment Insurance stamps of the values that may be required are to be obtained from the local post offices. On receipt and whilst on charge they are to be regarded as public money in the same manner as postage stamps. Their expenditure is, however, to be claimed separately in the Cash Account once a month, and brought to account as a charge to the pertinent head of the Naval Vote under which provision is made for the men's pay. The numbers of the several denominations of stamps issued are to be given separately on the Cash Voucher.

The values of the National Health and Unemployment Insurance stamps on charge are to be distinguished from each other and from the value of the postage stamps on charge, both in the Cash Balance Book (Article **1666** of the King's Regulations) and in the "Statement of Balance of Public Money transferred to next Account" on the front of the Monthly Cash Account (Form S. 29).

On paying off at home, the National Health and Unemployment Insurance stamps on charge are to be transferred to the Accountant Officer, Royal Fleet Reserve, at Portsmouth, Devonport, or Chatham, and his receipt obtained in the usual manner.

(12) Every adhesive stamp affixed to a Health Insurance Card or Unemployment Book is to be cancelled at the time of affixing by writing in ink, or stamping with a metallic die with black indelible ink, the date across the face of the stamp.

Care should be taken not to affix an Unemployment Insurance stamp to a Health Insurance Card or *vice versâ*.

373.

374.

SECTION II.

Travelling Expenses.

Subsistence

375. R.N.V.R. ranks and ratings when proceeding to and from training will be granted subsistence at the following naval rates :—

Rank or Rating in the R.N.V.R.	Whenever absent a Night, or for every 24 hours of absence.	Above 9 hours and not Absent the Night.	Above 5 but under 9 hours.
	£ s. d.	£ s. d.	s. d.
Captains, Commanders and Officers of corresponding rank.	1 5 0	0 12 6	5 0
Lieut.-Commanders and Officers of corresponding rank.	0 18 9	0 9 4	3 9
All other Officers - - - - -	0 15 0	0 6 3	2 6
Petty Officers and Seamen when travelling singly.	0 7 6	0 3 9	1 6

Digitized by Google

(2) Claims for travelling expenses incurred in proceeding to undergo training, &c. will be dealt with by the ship or establishment which they join.

(3) Claims for travelling expenses incurred in returning to their headquarters on completion of training are to be forwarded on Form S. 542 to the Accountant-General of the Navy. (*See* Article **265.**)

(4) Travelling expenses in connection with training are only allowable as from the headquarters of the sub-division and return thereto.

376. Claims for repayment of travelling expenses incurred by Officer Instructors on duty are always to bear the signature of the Commanding Officer of the Division as the authorisation of the duty. Claims.

377. The travelling arrangements for ranks and ratings proceeding to and from training are to be made in accordance with Article **265.** Night travelling to be avoided.

378. Books of Railway Warrants and Meal Order Forms (A.G. Forms 800 and 899) will, on application to the Accountant-General of the Navy, be supplied to the Officer Instructors. These warrants are to be used for railway and other journeys by Officer Instructors and Petty Officer Instructors travelling on duty, and for R.N.V.R. ranks and ratings proceeding for training; when railway or other fares are paid an explanation is to be given why warrants were not used. Railway Warrants and Meal Order Forms.

379. Active service ratings appointed as Instructors and Divisional Ordnance Artificers to Royal Naval Volunteer Reserve Divisions for three years will be allowed the actual reasonable travelling expenses of their wives and of their children, also conveyance of furniture, &c., not exceeding 35 cwt., and similar expenses will be allowed on removal, provided that the full period of service of their appointment is completed, or that the men are removed before the expiration of this period from causes not under their own control. Travelling expenses of Instructors' families.

(2) The term "children" is to be understood to include sons under 16 years of age, unmarried daughters dependent on and residing with their fathers, and sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

380. The fares of Officers and men attending drill or travelling on divisional duty are chargeable on the same basis as the fares paid by the Admiralty in respect of Naval passengers, but expenses in this connection are to be borne by the individual travelling or by Divisional Funds, Warrant form A.B. 201A. and form A.B. 202 being used. (*See* Article **302.**) Expenses of Officers and men attending drills or travelling on divisional duty.

Digitized by Google

These rates are as follows:—

(1) *In Great Britain.*

(*a*) If less than 150 in number.

To be charged three-fourths of the fare charged to private passengers for the *single* journey by ordinary train, in the respective classes of carriages specified in the Warrant.

(*b*) If 150 persons or more in number.

The first 150 to be charged three-fourths, as for four Officers and 146 men, and the number in excess of the 150 one-half of the fares charged to private passengers for the single journey by ordinary train.

Return Warrants will be accepted and double journey tickets issued in exchange at three-fourths of the two single journey fares, except where return tickets are issued to the public at less than three-fourths of the two *single* journey fares, when such lower fares will be charged.

(2) *In Ireland.*

Officers - - - - - - - - 2*d.* per mile,
Men - - - - - - - - - 1*d.* per mile,

plus a percentage addition of 50 per cent. up to the 5th August 1920 and 100 per cent. from the 6th August 1920, subject to the conditions that in no case are the rates charged by the Railway Companies to exceed those which would be made to the public in similar circumstances.

Charges for conveyance of baggage and stores will be assessed on the following basis:—

(1) *Great Britain.*

Personal luggage.

1st class passengers—1 cwt. free.
Other class passengers—56 lbs. free.

Excess weight not more than two-thirds of the ordinary public rate.

Baggage, stores, &c.

2*d.* per ton per mile, plus 100 per cent., but in no case must the charge exceed that which would be made to the public.

Assistance in loading and unloading to be given by members of the party travelling, when available.

Digitized by Google

(2) *Ireland.*

Personal luggage.

1st class passengers—1 cwt. free.

Other class passengers—56 lbs. free.

Excess weight to be paid for at not more than ½*d.* per lb., plus 75 per cent. on the total amount charged.

Baggage, stores, &c.

2*d.* per ton per mile, plus 120 per cent., but in no case must the total charge exceed that which would be made to the public.

Assistance in loading and unloading to be given by members of the party travelling, when available.

In the case of excess personal luggage, the charges should be paid by the passengers at the time of booking; no special form is required to cover the conveyance of personal luggage.

Payments in respect of forms A.B. 201A and A.B. 202 will be made by Divisional Headquarters to whom accounts will be sent by the Railway Companies. Care should be taken by Officers issuing these Forms to show clearly in the space provided on the forms the address to which the Railway Company's account is to be sent.

381.

SECTION III.

MEDICAL TREATMENT AND COMPENSATION FOR INJURIES.

Hurts. Compensation or Pension for.

382. Officers and men will, if killed or drowned on duty, while under training in H.M. Ships or R.N. Establishments, or when called out for Active Service in the Royal Navy, come under the same Regulations as regards pensions and allowances to their widows and children, as if they belonged to the Royal Navy.

(2) Applications for pensions and allowances as above are to made to the Admiralty.

(3) In the case of an Officer or man being injured on duty, while embarked for training, he is under the same restriction and conditions as in the Royal Navy to be continued on full pay until cured or discharged to pension or gratuity.

(4) Officers and men not serving as above injured at drill or on Divisional duty may be treated in Naval Hospitals at the cost of the Admiralty, or may receive a grant in aid of private medical expenses as shown in Article **384.** The usual Hurt Certificate should be prepared in such cases.

Compensation to Officers injured on drill.

383. An Officer who is shown to the satisfaction of the Admiralty to be suffering from disability, arising from injury or illness which is attributable to the performance of authorised drill, will be entitled to treatment in a Naval Hospital, medical attendance, or reimbursement of such medical expenses as the Admiralty may consider reasonable and necessary, but in

Digitized by Google

no case exceeding what would be allowed to a Naval Officer of corresponding rank in similar circumstances.

(2) Should the injury or illness disable him from pursuing his civil employment, and thereby cause him to suffer pecuniary loss, pay at the rate of his rank may, at the discretion of the Admiralty, be granted to him for a period not exceeding six months.

Allowance to men injured on drill.

384. A sum not exceeding 6*s.* a day may be granted at the discretion of the Admiralty to a R.N.V.R. rating who may be injured while undergoing drill, or while under training in H.M. Ships or Establishments, and rendered incapable of resuming his civil employment, and thereby caused to suffer pecuniary loss. The injury is to be reported at once to the Admiral Commanding, and a Hurt Certificate signed by the Commanding Officer, a Medical Officer, and an eye-witness of the accident (to be an Officer when possible) should accompany the report.

(2) A similar allowance may be paid to a R.N.V.R. rating who is incapacitated by illness proved to the satisfaction of the Medical Director-General of the Navy to have been contracted in or by the performance of drill or training, and thereby caused to suffer pecuniary loss, but no claim will be allowed which is not preferred within 12 months of the drill or training in question.

(3) In cases where, although the man is able to follow his trade or calling, medical attendance is necessary in consequence of the injury or illness, his actual medical expenses up to a maximum of 6*s.* a day may be repaid; but if entitled to medical benefits under the National Insurance Act, only expenses necessarily incurred outside the scope of the Act will be repaid.

(4) This sum of 6*s.* a day represents the maximum liability admitted by the Admiralty, in settlement of all claims under this regulation, both for compensation for pecuniary loss under Clauses 1 and 2 and for medical expenses under Clause 3. No payment will be made in respect of any period during which the man may have been borne on the books of one of H.M. Ships for pay or subsisted in a Naval Hospital or Sick Quarters, and the allowance will be subject to deduction in respect of any expenses paid directly by the Admiralty for medical attendance, conveyance by ambulance, or other services.

(5) The allowance is limited to the period during which the man is shown to have been unable to follow his occupation, or in cases arising under Clause 3 above to the period during which medical attendance is necessary, and will not be paid in any case for a period exceeding six months.

(6) In cases where injury is sustained by men whilst engaged in exercises or sports forming part of the training of an "efficient" Volunteer, although not on occasions of duty, drill

Digitized by Google

or training, applications for compensation may be forwarded for consideration; but any allowance granted will be limited to a maximum of 3*s.* 6*d.* a day for a period not exceeding three months.

385. Applications for pay or allowances as above are to be forwarded immediately the Officer or man is able to resume his civil employment, and are to contain the following information:— Form of application.

(*a*) The actual period for which claimant was incapacitated from following his civil employment (supported by a Medical Certificate).

(*b*) Nature of civil employment and rate of wages.

(*c*) Whether he suffered any pecuniary loss whilst so incapacitated; if so, particulars of such loss are to be given.

(*d*) Whether his injury was treated at a Naval Hospital or Sick Quarters, or by an Admiralty Surgeon and Agent, or by whom.

(*e*) If treated by a civil practitioner, the amount of the expenses incurred, supported by a receipted bill.

386. When undergoing training or courses of instruction of less than three months' duration— Pay when sick, Officers.

(*a*) Officers are not entitled to pay during periods of sickness whether absent from the Ship or Establishment or not.

(*b*) Time during which Officers are in Hospital or unable to attend instruction owing to sickness (except in cases coming under Article **382**) is not to count towards the period of training, but should they so desire, Officers may be retained to complete the full time under actual training or instruction for which they were originally appointed.

(*c*) During the period for which, on account of sickness, Officers are not in receipt of pay and allowances they should not be required to pay Mess Subscription, but may be victualled from the Sick Mess if necessary.

387. When appointed for training of three months' duration— When appointed for training of three months' duration.

(*a*) Officers who fall sick may, at the discretion of the Admiralty, be retained on full pay for a period of 42 days from date checked sick, or to the date of the termination of the period of training, whichever be earlier.

(*b*) In the event of illness attributable to the service, as a general rule, not more than 42 days' absence from duty owing to sickness (including periods on the Sick List on board) will be allowed to count as part of the period of training.

Digitized by Google

(*c*) In the event of the illness being due to causes within an Officer's own control the maximum period allowed to count will be 21 days.

Men

388. Men suffering from ailments which do not interfere with the course of training are to be medically treated as necessary and allowed to continue training, but men who are placed on the sick list and unfit to carry out their training are to be dealt with under Article **388A**.

(2) Whenever a man is placed upon the sick list and is unfit to carry out his training, a notation to that effect is to be made in the remarks column of the ship's ledger.

388A. Men sent to Hospital or Sick Quarters while under training or placed on the Sick List and unable to continue their training, except for injuries received on duty (Article **382**, Clause (3)), or for illness due to their own misconduct or imprudence (Article **388**(*c*)), may be excused training and credited with pay as follows :—

(*a*) Men undergoing training for one month (30 days) or less - -	seven days.
(*b*) Men undergoing training for more than one month, but not more than two months (61 days) - -	fourteen days.
(*c*) Men undergoing training for more than two months, but not more than three months (91 days) - -	twenty-one days.
(*d*) Men undergoing training for more than three months, but not more than four months (121 days) - -	twenty-eight days.
(*e*) Men undergoing training for more than four months, but not more than five months (151 days) - -	thirty-five days.
(*f*) Men undergoing training for more than five months, but not more than six months (182 days) - -	forty-two days.

(2) When a man has been in hospital or Sick Quarters or on the Sick List in excess of these periods he is to be discharged from ship's books "D.S.Q.," but if subsequently cured may be re-entered for the number of days necessary to complete the period of actual training for which he embarked, less the number of days sick with pay.

(3) No man is to receive pay for more days in all than he would have received had he not fallen sick, *e.g.*, a man embarked for 28 days' training on the 7th January, who became sick and unable to carry out his training from p.m. on the 13th, until p.m. on the 22nd *idem*, should be credited with pay from the 7th to the 20th of the month and then "D.S.Q." He should subsequently be re-entered for pay from the 23rd January to the 5th February, thus being actually paid for a period of 28 days only.

Digitized by Google

388B. Men injured on duty who are cured and retained in the Reserve are to be excused training for the period they are in hospital or Sick Quarters and such period is to count as training. The case of any provisional ratings who have been sick for so long a period as to prevent their qualifying for confirmation is to be specially referred to the Admiral Commanding. **Men injured on duty.**

(2) No Insurance Contribution should be made in respect of any period a man may be retained in Hospital beyond the date of the expiration of his period of training.

388C. Men whose illness is due to their own misconduct or imprudence are to cease pay from the date on which they fall sick. If they are unlikely to be fit for training— **Illness due to misconduct or imprudence.**

(*a*) within seven days as regards men undergoing training for one month or less;

(*b*) within fourteen days as regards men undergoing training for more than one month, but not more than two months;

(*c*) within twenty-one days as regards men undergoing training for more than two months, but not more than three months; and

(*d*) within twenty-eight days as regards men undergoing training for more than three months;

they are to be discharged to the shore at once or as soon as fit to travel. Travelling Expenses on discharge will not be allowed.

(2) Whether discharged to the shore or not they will be required to complete the full period of training, those discharged re-embarking at their own expense within a year.

389.

Chapter XVII.—Stores, Repair, Maintenance, &c., of Drill Ships and Establishments.

SECTION I.

GENERAL.

390. The Commanding Officer of each Division is responsible for all stores which are supplied by Government for the use of the Division; and the keeping of accounts and the rendering of the same to the Commanding Officer are to be carried out by the following Officers:— **Officers responsible for store accounts.**

All Naval and Naval Armament Stores issued to a Division whether at Divisional headquarters or at outlying Sub-Divisions - - - - -	The Officer Instructor of the Division.
All Clothing, Victualling, and Accountant Officer's Stores - - -	The Accountant Officer of the Division.

Digitized by Google

(2) The Officers Commanding outlying sub-divisions are responsible to the Commanding Officer of their Division for the proper custody and preservation of the arms and stores entrusted to them.

(3) A list of accounts to be rendered is given in Appendix E.

Upkeep of ships lent.

391. The expense of upkeep of any ship or shore establishment exclusively appropriated by the Admiralty to the use of any Division will be borne by the Admiralty.

Examination of.

392. An examination of all Government stores will be made as necessary by Officers deputed by the Admiral Commanding.

Safe custody of.

393. When arms or stores, &c., belonging to the Royal Naval Volunteer Reserve are housed in a ship, hall, or other place approved by the Admiralty, no liability to make good loss or damage by fire (except in cases of neglect or carelessness, or an offence under the Regulations) will rest on the Commanding Officer.

(2) Arms and ammunition are to be stored in accordance with Admiralty instructions.

Renewal and replacement of.

394. All Naval and Naval Armament Stores allowed by establishment properly expended will be renewed or replaced by the Admiralty.

Breakages of mess traps.

395. The Division will be held responsible for any breakages, loss, or deterioration of mess traps due to carelessness or neglect of any member.

Unserviceable to be surveyed.

396. Stores considered unserviceable are to be surveyed, under the authority of the Commanding Officer, by the Officers mentioned in Article **405**, clause 6, the report being forwarded to the Admiral Commanding on Form S. 330; instructions as to their disposal will then be given.

(2) In the case of boats or other important stores, application should be made to the Admiral Commanding for Surveying Officers to be detailed.

Demands for procedure.

397. All demands for Naval and Naval Armament Stores are to be made in accordance with the instructions contained herein.

(2) Demands for articles of kit prescribed in Appendix D should be made out on the forms in use in the Royal Navy and forwarded to the Superintendent, Royal Victoria Yard, Deptford. (*See* Article **45.**)

(3) Special demands for stores in excess of establishment in all cases should be forwarded to the Admiral Commanding.

(4) All demands for Naval and Naval Armament Stores are to be signed by the Officer Instructor, and for Victualling and Clothing Stores by the Accountant Officer, and are to be approved by the Commanding Officer of the Division or outlying sub-division.

(5) In transmitting demands for stores, Commanding Officers are to take care that the actual address to which the stores should be sent is fully noted on the demand.

Digitized by Google

R.N.V.R. Drill Ships and Establishments—Minor Defects, &c.

R.N.V.R. Drill Ships.

398. Failure of electric light, water, or gas supplies, or the occurrence of other defects of a serious nature requiring immediate attention in R.N.V.R. Drill Ships are to be dealt with as follows:— Failure of electric light water or gas supplies, &c.

2. Where the Ships are reasonably close to any of H.M. Dockyards the Commanding Officer should apply to the Superintendent of the Dockyard concerned for any urgent and necessary repairs to be taken in hand by the Dockyard Staff.

3. Where this is not possible, tenders should be obtained from the competent firms in the district, telegraphic approval being sought, if necessary, to put the work in hand, the cost involved, and the reasonableness of the amount being reported on at the same time.

The whole of the tenders received should subsequently be forwarded to the Admiralty for information.

4. When faced with a sudden emergency, Commanding Officers must use their own discretion as to taking essential action on their own responsibility and obtaining covering approval as soon as possible.

Establishments and Buildings on Shore.

In order to provide for the prompt execution of urgent repairs arising from violence of weather or other casualties, with regard to which extra expense or danger would be likely to result from the necessary delay in acquainting the District Officer in Charge of Works (but in no other case whatever), Commanding Officers, R.N.V.R., are at liberty to cause the work to be done on their own authority, after obtaining competitive tenders when practicable, provided that the cost will not exceed £5.

2. The correspondence relating to the works is to be attached to the claims, which are to be forwarded to the Civil Engineer-in-Chief, Admiralty.

3. No chimney pot is to be renewed at a cost exceeding 10*s.* exclusive of fixing.

399. Demands for stationery for the ensuing six months are to be forwarded direct to Keeper of Stationery and Printing, Admiralty, on 1st January and 1st July each year. Demands for stationery in kind.

The expenditure of stationery is to be kept as low as possible. Only the quantities estimated to be required and not the maximum allowed are to be demanded.

Digitized by Google

SECTION II.

Naval Stores.

400. The Naval Stores allowed to a Division are shown in the printed establishment of Naval Stores for the Royal Naval Volunteer Reserve, a copy of which is supplied to each Commanding Officer.

Boats, supply of.

401. Boats of Service pattern will be supplied in accordance with the authorised establishment to each sub-division on demands being forwarded through the Admiral Commanding. They will be equipped for rowing and sailing exercise with all masts, sails, and other necessary gear.

Supply from Dockyards.

402. Naval Stores will, as a general rule, be supplied from the following Dockyards:—

London Division	Chatham.
Scottish Division	Rosyth.
Tyne Division	Chatham.
Sussex Division	Portsmouth.
Bristol Division	Devonport.
Mersey Division	Devonport.

Demands, procedure as to.

(2) Demands, when received in a Dockyard, are to be disposed of as follows by the Naval Store Officer:—

Original.—To the Accountant Officer of the Coast Guard Area for use in auditing accounts.

Duplicate.—Retained at the Dockyard.

Triplicate.—To the Officer Instructor as a voucher ("supply note") to the Store Account.

Quadruplicate.—To the Officer Instructor to sign for receipt of the stores; to be returned by the Officer Instructor to the Naval Store Officer through the Accountant Officer of the Coast Guard Area.

(3) Demands for stores to replace or replenish to established allowances are to be made out annually (in quadruplicate by the carbon process) for each Division (separate demands being made for each outlying sub-division in the Division) on Forms S. 134D and R.N.V. 20, and forwarded not later than the 15th November to the Naval Store Officer of the Dockyard concerned. The stores will be supplied about 1st February.

(4) Demands for permanent or consumable stores in excess of establishment are to be submitted on Form S. 134D through the usual channel to the Admiral Commanding for consideration, and are to be accompanied by a short report from the Commanding Officer stating the reasons for demanding.

(5) The Commanding Officer of each outlying sub-division is to keep a record of the expenditure of consumable stores, and to furnish a statement of such expenditure to the Officer Instructor of his Division as required. He is to forward

Digitized by Google

demands for annual replacement and replenishment of stores required for such outlying sub-division to the Officer Instructor of the Division early in October so that they may be incorporated in the demands.

403. Local purchases may be authorised of such stores as can be obtained with advantage in this manner, and in such cases tenders should be called for if the quantity warrants. Tenders for purchase of.

(2) Before calling for tenders or purchasing, the Commanding Officer is to satisfy himself that the articles demanded are allowed by Establishment, or that the supply, if in excess of Establishment, has been approved.

(3) Only competent firms are to be invited to tender, and, provided the total cost does not exceed £10, the lowest tender may be accepted by the Commanding Officer.

(4) Should the amount exceed £10, or it be proposed to pass over the lowest tender, the Commanding Officer is to transmit all the tenders to the Admiral Commanding, stating on the abstract which tender he proposes for acceptance, or, when applicable, his reasons for not recommending the lowest. It is, however, most undesirable to invite quotations from any firm whose tender—if the lowest— it is not intended to accept.

(5) All tenders must be abstracted on Form $\frac{\text{D. 603}}{\text{S. 607}}$ and the instructions therein are to be followed in inviting and dealing with tenders.

(6) In all cases of purchase the claims are to be paid by the Accountant Officer of the Coast Guard Area; the Contractor's invoice, duly certified as to the receipt of the stores and entry in the Store Account, is to be sent to him for payment, and he will report payments for purchases, &c., to the Admiralty in his monthly return D. 179.

404. An Account, Form R.N.V. 20, is to be kept and rendered by the Officer Instructor of each Division for all naval stores supplied, or purchased, for the use of the headquarters or headquarter sub-divisions of the Division, but a separate set of accounts may be kept for stores supplied for the use of an outlying sub-division. Accounts.

(2) A MS. list of the permanent stores supplied as an outfit to each outlying sub-division is to be kept by the Commanding Officer of the sub-division; a copy of this list is also to be in the possession of the Officer Instructor.

(3) The Accountant Officer of the Coast Guard Area is to bring to the notice of the Admiral Commanding any circumstances appearing in the accounts which he may consider to require further explanation, and especially any cases of expenditure which may appear unusual or excessive.

(4) The Store Accounts when finally examined are to be endorsed by this Accountant Officer as "Audited and found

Digitized by Google

correct," and dealt with by him similarly to the accounts of Coastguard Stations, &c.

(5) The report of examination of R.N.V.R. accounts is to be included by him in the annual audit certificate.

Stocktaking, annual and on supersession.

405. The Store Account (Permanent and Consumable Naval Stores) (R.N.V. 21) is to be closed on the 31st December for each year and on a change of Accounting Officer. The remains entered in the accounts are to be those ascertained by actual stocktaking.

(2) The remains are to be carried to a new account, and the closed accounts, with all documents necessary for their examination, are to be forwarded to the Coast Guard Area Accountant Officer as soon after the 31st December as practicable, in order that the audit may be completed by the 31st March.

Losses by neglect. (Form S.126.)

(3) Losses by neglect are to be separately credited in the Store Account for the period in which they occur, and the credits are to be supported by vouchers prepared by the Officer in charge of the Stores on the established Form (S. 126); no article lost by neglect will be allowed in the Store Accounts unless credit be supported by such voucher.

Losses by theft.

(4) In the event of the loss of stores being attributed to theft, a report is to be made as soon as possible to the Admiral Commanding, giving full particulars of the articles, and stating the circumstances in which they were lost and in whose custody they were at the time, also the result of any enquiry held, and what steps were taken to recover the articles.

Losses of important stores.

(5) When valuable and important stores are lost, under any circumstances, special reports are to be forwarded to the Admiral Commanding.

(6) The stocktaking Officers are to be as follows:—

Annual Stocktaking.

At Headquarters.	At Outlying Sub-Divisions.
The Officer Instructor.	The Officer Instructor.
The Paymaster Commander or Paymaster Lieutenant-Commander.	The Senior Executive Officer of the sub-division.
The Executive Officer.	A Lieutenant or Sub-Lieutenant of the sub-division.

Stocktaking on occasion of Change of Officer in Charge of Stores.

Officer giving up charge.
Officer taking charge.
And one other Officer appointed by the R.N.V.R. Committee.

(7) Differences disclosed on all occasions of stocktaking are to be at once reported by the Commanding Officer to the Admiral Commanding, accompanied by an explanation from the Officer responsible for the stores, if the difference cannot be adjusted or cleared up locally.

Digitized by Google

406.

407.

SECTION III.

Naval Armament Stores.

408. The Naval Armament Stores allowed to a Division are shown in the printed establishment of Naval Armament Stores for the R.N.V.R., a copy of which is supplied to each Commanding Officer. Establishment of.

(2) The proportion of ammunition allowed is to be reckoned from the first of April in each year.

(3) As far as possible, all proposals for increase to the Establishment should be forwarded at the same time once in a year, so as to reach the Admiralty by 1st September, the following being shown on separate sheets :—

(*a*) Guns and mountings.

(*b*) Other stores.

409. Each Division will be supplied gratuitously with arms from the Government Stores to the full number of enrolled ratings of the Seamen Class. Upon being called out for actual service R.N.V.R. ratings are to take them to the Naval Depôt to which they may be ordered, but this does not apply to embarkation for training in peace time. Issue of Arms.

(2) Before any Government arms can be issued, it is necessary that the Admiralty shall be satisfied that one or more places of security for the custody of the arms have been provided. (*See* Article **393**.)

(3) All rifles, pistols, and side arms are to be kept in an armoury, and not exposed in racks in the drill halls.

The key of the armoury is to be in the possession of the Officer Instructor or other responsible person.

(4) Commanding Officers are to apply on Form S. 1403 for the arms required.

(5) The arms supplied to a Division will be marked previously to their issue, and a request to that effect is to be inserted in the requisition on which the arms are demanded.

(6) No other marks than those on them when issued are on any account to be put on the arms.

(7) All arms issued to the Division remain the property of His Majesty's Government, and the Commanding Officer for the time being is held responsible for their being at all times in a serviceable state, and for their being returned into store, when required, in good condition, fair wear and tear excepted.

410. Great attention is to be paid to the proper cleaning and care of the arms entrusted to the R.N.V.R., and Commanding Officers are to point out to those under their command that rust, Care and custody of Arms.

Digitized by Google

if allowed to accumulate on any part of a rifle, must inevitably impair the accuracy and efficiency of the weapon.

(2) The arms are to be deposited after drill in the armouries of the Division or sub-division.

(3) All arms are to be examined at least once in six months by the Commanding Officer, or by Officers appointed by him for that purpose.

(4) Arms requiring repair are to be deposited with the Ordnance Artificer of the Division or with the Petty Officer Instructor of the sub-division.

(5) All rifles should be parted by an Ordnance Artificer and repaired as necessary at least once in a period not exceeding 18 months (if practicable once a year). The work should be distributed as evenly as possible over the whole period, only such number of rifles being sent to the Ordnance Artificer at one time as can be efficiently dealt with by him.

(6) Repairs of arms found necessary in order to make them serviceable will be executed free of charge if due to fair wear and tear.

Custody and handling of ammunition.

411. Every Division and outlying sub-division is required to provide a secure place for the custody of its small-arm ammunition. (*See* Article **393.**)

(2) Every care is to be taken in the conveyance and general handling of ammunition, and the Officer Instructors and Petty Officer Instructors are to see that the regulations and customs of the Royal Navy in that respect are strictly adhered to.

(3) No smoking is on any account to be allowed in the vicinity of magazines or cases containing explosives.

(4) No persons are to be allowed to congregate round packages containing explosives.

(5) Packages of explosives are not to be opened either inside a magazine or immediately outside the magazine door.

(6) Sword bayonets are not to be worn by men moving powder.

412. Metal cylinders, or leather cartridge cases, for conveying the surplus ammunition collected from the pouches of Naval Volunteers, under the provisions of Article **230**, will be supplied on demand.

Return of articles of equipment.

413. No article of equipment is to be returned into store for the purpose of being replaced until it has become thoroughly unserviceable. No articles are to be returned into store on account of being of an obsolete pattern without the authority of the Admiralty.

Losses by neglect.

414. Should any arms or other stores supplied to the R.N.V.R. be lost, destroyed, or injured as a result of neglect or carelessness, the same will be charged to the Division concerned.

Gun mountings, examination of.

415. Gun mountings in Royal Naval Volunteer Reserve harbour drill ships, halls, or batteries, are to be stripped and

Digitized by Google

examined annually by the Officer Instructor of the Division to which they belong, the result being reported through the usual channel to the Admiral Commanding on Form C. 147. The holding-down bolts of gun mountings are to be examined at the same time, and the result reported on Form C. 147.

(2) Whenever any serious defects are discovered, a report is to be forwarded immediately to the Admiral Commanding, who will arrange a further examination, if necessary, by a Naval Engineer Officer.

Replacement of stores.

416. The establishment of permanent stores represents a complete outfit, and such stores will only be replaced when worn out, broken, or lost; demands for new articles are to be accompanied by Requisitions for Survey (Form O. 2) on the defective articles returned to store, or by an account of their disposal, which are to be duly certified by the Commanding Officer.

Accounts.

417. One set of accounts (Forms S. 1418 and 1423) is to be kept and rendered by the Officer Instructor of each Division for all Naval Armament Stores supplied for the use of the headquarters or headquarter sub-divisions of the Division, but a separate set of accounts may be kept for Naval Armament Stores supplied for the use of an outlying sub-division. Instructions as to the method of keeping the accounts are given at the beginning of the account forms, and information as to when they are to be rendered is included in Appendix E.

(2) A MS. list of the permanent stores supplied to each outlying sub-division is to be kept by the Officer Commanding the sub-division; a copy of this list is also to be in possession of the Officer Instructor.

(3) The Commanding Officer of each outlying sub-division is to keep a record of the expenditure of Naval Armament Stores and to furnish a statement of such expenditure to the Officer Instructor of the Division, as required.

(4) All losses by neglect must be supported by vouchers on Form S. 126, showing the amounts recovered and the date of the cash account of the Accountant Officer of the Coast Guard Area in which the payments are debited.

(5) The accounts are to be closed and rendered, as directed in the instructions prefacing the forms, to Director of Armament Supply, Admiralty; all articles shown therein as "Received" and "Returned to Store" must be supported by vouchers.

(6) The remains entered in the accounts are to be those ascertained by actual stocktaking, and should be carried forward into the new account opened.

Demands for, procedure.

418. Demands (in duplicate) for Naval Armament Stores, including first supply, are to be forwarded as necessary by the

Digitized by Google

Commanding Officer of the Division on Form S. 1403 (O. 15) as follows:—

(*a*) Guns, Mountings, and Loading Teachers, Deflection Teachers, Dotters. — To the Admiral Commanding.

(*b*) Small-arms, Spare parts, Tools, and Accoutrements.
(*c*) Spare Parts of Guns and Side Arms.
(*d*) Other non-explosive Ordnance and Magazine Stores, except shot and practice projectiles. — To the nearest Armament Supply Depôt.

(*e*) Ammunition (including shot and practice projectiles) and other explosives. — To the nearest Armament Supply Depôt (through the Admiral Commanding).

(2) All demands for first supply are to bear the date, initial letter, and number of the Admiralty letter containing the authority for the formation of the division or sub-division.

(3) Demands for (c) should not be forwarded until Admiralty authority has been received for the supply of the guns, the date, initial letter, and number of the letter containing the authority being quoted on the demands.

(4) Demands for ammunition should, if practicable, be made only once a year, sufficient being demanded to meet requirements for 15 months.

(5) The nearest Armament Supply Depôts to the respective Divisions are as follows:—

London Division -	- Chatham (Lodge Hill).
Scottish Division	- Crombie.
Tyne Division -	- Crombie.
Sussex Division -	- Portsmouth (Priddy's Hard).
Bristol Division -	- Devonport (Bull Point).
Mersey Division -	- Devonport (Bull Point).

Demands for replacement.

419. In the case of demands for small-arms and accoutrements to replace others worn out, broken, or lost, the divisional and serial numbers of the articles to be replaced should be shown on the demands, a register of the serial numbers allotted to each company being kept by the Division for that purpose.

(2) Care is to be taken that a serial number in use in the Division is not again shown on the demand for additional arms.

(3) If the Divisional Ordnance Artificer is unable to repair a rifle or pistol, the defective arm should be sent to the nearest Armament Supply Depôt for repair or replacement, as may be necessary.

Demands in excess of establishment.

420. Demands for stores in excess of Establishment, whether for permanent or consumable stores, are to be submitted, through the usual channel, on Form S. 1403, to the Admiral Commanding, accompanied by a short report from the Commanding Officer, stating the reasons for demanding.

421.

Digitized by Google

SECTION IV.

Medical Stores.

422. The following Medical Stores will be allowed per sub-division for instructional purposes:—

One medicine chest, T.B.D. (per Division).

One valise with contents (First-Aid dressings, &c.).

One set of First-Aid diagrams.

(2) Replenishment of these stores, as required, is to be made by local purchase (*see* Article **403**), the expenditure being charged to Vote 3 H.

(3) They are to be taken on charge by the Officer Instructor in his Naval Store Account, but are to be issued to the Medical Officers of the sub-divisions, receipts being obtained from them.

423.

SECTION V.

Victualling Stores. Accounting.

424. *Clothing.*—An account is to be rendered quarterly on Form S. 83, Part II., by the Accountant Officer of each Division of the receipt and issue of clothing drawn from the Victualling Yard.

(2) *Mess Traps and Mess Utensils.*—An account is to be rendered annually, or on change of Accountant Officer, of the Mess Traps and Mess Utensils on his charge, on Forms S. 100 and S. 83, Part III., respectively.

(3) The instructions printed on the forms for rendering the accounts are to be carefully followed. (*See also* Appendix E.)

SECTION VI.

R.N.V.R. Drill Ships and Establishments. Minor Defects.

424A. Emergency repairs should be dealt with as indicated in Article **398.** Emergency Repairs.

Chapter XVIII.—Service Certificates and History Sheets.

425. A Service Certificate (Form R.N.V. 10, revised 1921) is to be prepared for each R.N.V.R. rating on first enrolment, on which is to be recorded particulars of his description and service, in the same manner as for men of the R.N. Service Certificate.

(2) A new form, S. 459A, has been established for use as a cover for the Service Certificate and its enclosures, in order that they may be safeguarded against loss and damage.

(3) To facilitate the handling of these documents in Depôts and large Establishments, the cover has been printed in three colours for use as follows:—

Black Cover for Seamen, Signal and Telegraphist Branches.

Red cover for Engine-room Branches.

Green cover for Miscellaneous Branches (all other Branches including Royal Marines).

Digitized by Google

The cover is to be used with all R.N.V.R. Certificates, and all documents which normally accompany the Service Certificate should be placed in the cover. Should it be necessary to detach any document and send it out of the ship, a note as to its disposal is to be made on the cover. The printed instructions on the front of the new form are to be carefully adhered to, and particular attention is called to the procedure to be followed in regard to Conduct and Medical History Sheets on transfer of men from ship to ship.

(4) These Certificates are to be kept in the custody of the Commanding Officer of the Division (or, in the case of outlying sub-Divisions, by the Commanding Officer of the sub-Division), who is to produce them at the Annual Inspection and when required.

(5) Particular care is to be taken that notations are accurately made on the Service Certificates and History Sheets, and that they are attested by the Commanding Officer.

Notes for general guidance and information in connection therewith have been promulgated in Form S. 453.

(6) Whenever Petty Officers or men are sent to His Majesty's Ships or Establishments for training or service, their Certificates are to accompany them.

(7) The ability and number of drills performed are to be filled in annually on the 31st December for each rating by the Commanding Officer of the Division.

(8) These Certificates will be examined annually in the office of the Admiral Commanding, who will inform Commanding Officers when they are to be forwarded for this purpose.

(9) Service Certificates are not to be enclosed in envelopes which entail their being folded. Special envelopes (S. 1242) are allowed for this purpose.

History Sheet.

426. A History Sheet (Gunnery, Torpedo, Signal, W/T, &c.) is to be prepared for each rating on being detailed for training in a special Naval Branch, this History Sheet is to be kept with and forms part of his Service Certificate, and is to be a complete record of a man's non-substantive qualifications.

(2) History Sheets are important as being the chief guide to the Officer who may be called upon to select men for advancement—whether at sea or in the schools of instruction.

Disposal on discharge.

427. On a man being finally discharged from the R.N.V.R., the Commanding Officer is to make an endorsement of discharge on the Service Certificate, and is to deliver the same, together with his History Sheet, to the rating. In the event of the man desiring to be re-enrolled subsequently, he will be required to produce these documents.

Character and ability assessment of.

428. The characters and abilities of R.N.V.R. ratings are to be assessed in the same manner as for active service ratings, on 31st December, and as otherwise provided for in King's Regulations and Admiralty Instructions, Article **829.**

Digitized by Google

(2) R.N.V.R. ratings are eligible for the V.G.* assessment for character under the same conditions as R.N. ratings. (*See* King's Regulations and Admiralty Instructions, Article **829**, note to clause (9).)

(3) The Commanding Officer of the Division, when carrying out these duties, should consult the Commanding Officers of sub-Divisions as necessary.

429.

430.

431.

Chapter XIX.—Correspondence and Returns.

432. All correspondence relating to a Division or on official matters connected with the R.N.V.R. is to proceed from the Commanding Officer of the Division or pass through him. **Official Channels of.**

(2) Commanding Officers are not to communicate direct with the Admiralty.

All correspondence requiring Admiralty decision is to be forwarded to the Admiral Commanding, and as a general rule correspondence with Admiralty Departments should pass through his office. Correspondence relative to R.N.V.R. matters referred to in Article **3**, Clause (4), should, however, be submitted through the R.N.V.R. Committee.

(3) Commanding Officers when forwarding applications and reports are invariably to state their own opinion on the matter. **Rules to be observed.**

(4) All applications, &c., referring to Petty Officers and men of the R.N.V.R. or Permanent Staff are to be accompanied by their Service Certificates.

(5) Commanding Officers of sub-Divisions are to send all necessary correspondence in reference to the affairs of their sub-divisions to the Commanding Officer of the Division to which their sub-divisions are attached.

(6) In the absence on leave or duty of the Commanding Officer of the Division, the senior R.N.V.R. Officer present is to deal as necessary with the official correspondence connected with the Division, but the Officer Instructor may sign routine papers "By order."

433. In official correspondence, the following rules are to be observed:—

(*a*) The concise memorandum form of communication is to be adopted wherever possible, *e.g.*—

From—Commanding Officer, R.N.V.R. Division, Mersey.

To—The Admiral Commanding, 58, Victoria Street, S.W.1.

Date.—1 January 1921.

Subject.—Increase in Establishment of Naval Stores.

Authority or Reference.—Article 420, R.N.V.R. Regulations, or N.R. 1234 of 1 December 1920.

It is requested that &c.

Digitized by Google

(*b*) Separate matters are to form the subject of separate submissions and should be in duplicate.

(*c*) Each paragraph is to be numbered.

(*d*) A margin of one quarter the breadth of each page is to be left blank. This margin is always to be on the same edge of the leaf, *i.e.*, on the left of front pages and the right of back pages.

(*e*) Officers are to sign their names legibly, noting their rank below their signature.

(*f*) When it is necessary to refer to the Board of Admiralty, the words "the Board" or "the Admiralty" are to be used, instead of more formal phrases.

(*g*) In cases where remarks and reports are continued on an original communication, each report or minute is to be numbered consecutively, and the paragraphs of each communication are also to be numbered where there is more than one paragraph.

(*h*) Reference sheets (in duplicate) may be used for conducting routine or unimportant correspondence, but care is to be taken to quote the authority or reference and date in the preamble.

Reports on Officers.

434. Reports on Form S. 206 are to be rendered to the Admiral Commanding on all officers on completion of periods of training.

(2) Certificates on the usual form (S. 450) should be given to all officers on discharge, a copy of the certificate being forwarded to the Admiral Commanding (Article **824,** clause 5 (*a*), King's Regulations and Admiralty Instructions).

Royal Humane Society application.

435. Applications for Royal Humane Society's awards, for actions performed by members of the R.N.V.R. when on duty, should be made to the Admiral Commanding on the form referred to in Article **611** of the King's Regulations and Admiralty Instructions.

(2) In forwarding such requests, Commanding Officers of Divisions should state whether any application for the award has been forwarded from any private source.

Returns.

436. A return of the strength of each Division is to be rendered on Form R.N.V. 13 on the first day of every month by the Commanding Officer to the Admiral Commanding.

(2) Returns in Manuscript are to be rendered half-yearly to the Admiral Commanding by each Division, stating the names and ratings of all officers and men who are able to speak a foreign language, and the names of the languages spoken.

(3) Copies of the Returns are to be retained by the Divisions for reference.

(4) All returns rendered are to bear the approval of the Commanding Officer of the Division.

Digitized by Google

PART II.

The Acts providing for the Constitution, &c. of the R.N.V.R.

THE NAVAL FORCES ACT, 1903.

(3 Edw. 7. c. 6.)

THE ROYAL NAVAL RESERVE (VOLUNTEER) ACT, 1859.

(22 & 23 Vict. c. 40.)

SEAMEN'S AND SOLDIERS' FALSE CHARACTERS ACT, 1906.

(6 Edw. 7. c. 5.)

AND

VOLUNTEER ACT, 1863.

(26 & 27 Vict. c. 65.)

Digitized by Google

The Naval Forces Act, 1903.

(3 Edw. 7. c. 6.)

An Act to provide for the Constitution of a Royal Naval Volunteer Reserve, and a force of Royal Marine Volunteers, and otherwise amend the Law relating to His Majesty's Naval Forces.

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

Power to raise new Naval Volunteer force.

1.—(1) It shall be lawful for the Admiralty to raise and maintain a force to be called the Royal Naval Volunteer Reserve.

(2) The provisions of the Royal Naval Reserve (Volunteer) Act, 1859, as amended by any subsequent enactment, shall apply to the force so raised, subject to the following modifications, namely:—

22 & 23 Vict. c. 40.

(i) Section two, section three, the proviso to section five, and section twenty of the Royal Naval Reserve (Volunteer) Act, 1859 (relating to conditions of service), so much of section six as relates to naval pay, and sections nine and ten of that Act (relating to pay and pensions), shall not apply to the force raised under this section:

(ii) The Admiralty may make regulations for carrying into effect the provisions of this section, and in particular for adapting to Volunteers enrolled under this section the provisions of the Volunteer Act, 1863, which relate to the power of Volunteers to quit the corps when not on actual service, and to rules and property of the corps.

26 & 27 Vict. c. 65.

Royal Marine Volunteers.

2.—(1) It shall be lawful for the Admiralty to raise and maintain a force of Royal Marine Volunteers, and for that purpose the Admiralty may make regulations as to the enrolment of men to serve in that force.

(2) The Volunteers so enrolled shall be subject to the provisions of the enactments for the time being in force relating to Volunteers, provided that when subject to military law, the Army Act shall apply to them as it applies to the Royal Marines, and that when called out for actual service or voluntarily serving for training afloat, they shall be available for service beyond the seas.

(3) In the application of the enactments relating to the Volunteers to the Royal Marine Volunteers, the Admiralty shall be substituted for a Secretary of State, and the Admiralty may make regulations for adapting those enactments where necessary to the Royal Marine Volunteers.

Payment of Volunteers on actual service or

3. Where a Volunteer enrolled under this Act is serving for training afloat or is called out for actual service, he shall be

Digitized by Google

deemed to be serving in His Majesty's naval or marine force within the meaning of the Naval and Marine Pay and Pensions Act, 1865, as amended by any subsequent enactment, and those enactments shall apply accordingly.* when training afloat. 28 & 29 Vict. c. 73.

4.—(1) Where, after the passing of this Act, a man or boy is entered for non-continuous service in the naval service of His Majesty, he may, if regulations made by the Admiralty so prescribe, be engaged for a period not exceeding twelve years, on the terms that after such number of years' service in the Navy as the regulations prescribe, and as may be specified in his engagement paper, he shall be liable to serve for the residue of the term of his engagement in the Royal Fleet Reserve. Engagement of non-continuous service men.

(2) The expression "Royal Fleet Reserve" means the division of the Royal Naval Reserve raised under the Naval Reserve Act, 1900. 63 & 64 Vict. c. 52.

5. The Royal Naval Reserve and the Royal Fleet Reserve shall consist of such number of men as the Admiralty may determine, and in section one of the Royal Naval Reserve (Volunteer) Act, 1859, the words "not exceeding thirty thousand," and in section one of the Naval Reserve Act, 1900, the words "not exceeding fifteen thousand in number" shall be repealed. Removal of restriction on numbers of Naval Reserve.

6. This Act may be cited as the Naval Forces Act, 1903. Short title.

The Royal Naval Reserve (Volunteer) Act, 1859.

(22 & 23 Vict. c. 40.)

An Act for the Establishment of a Reserve Volunteer Force of Seamen, and for the Government of the same.

WHEREAS it is expedient that there should be a Reserve Volunteer Force of Seamen for service in Her Majesty's Fleet in time of emergency, and that the seamen composing such force should be duly entered and trained: Be it therefore enacted by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:

I. It shall be lawful for the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, to raise and from time to time to keep up a number of men *not exceeding thirty thousand*,† to be called "The Royal Naval Volunteers," Power to Admiralty to raise "Royal Naval Volunteers," not to exceed 30,000 men.

* The following are "subsequent enactments" applied by this section:—The *Naval Pensions Act*, 1884 (47 & 48 Vict. c. 44), and the Acts therein mentioned; *see* sections 2 and 3.

† The words in italic type are struck out by the *Naval Forces Act*, 1903, section 5.

Digitized by Google

such men to be raised by voluntary entry from among seafaring men and others who may be deemed suitable for the services in which such Volunteers may be employed, and to be so raised and entered at such times and in such places *in the United Kingdom and the Islands of Man, Guernsey, Jersey, Alderney and Sark, or any of them*,* by such persons and in such manner as the said Lord High Admiral or Commissioners shall from time to time direct.

II. and III. *These sections are not applicable to the Royal Naval Volunteer Reserve: Naval Forces Act*, 1903, *section* 1 (2) (i).

Her Majesty may order the Volunteers to be called into actual service.

IV. It shall be lawful for Her Majesty, on such occasions as she shall deem fit (the occasion being first communicated to Parliament if Parliament be sitting, or declared in Council and notified by Proclamation if Parliament be not sitting or in being), to order and direct that the Volunteers under this Act, or so many or such part of them, as Her Majesty may deem necessary, shall be called into actual service.

Volunteers to be called into actual service accordingly.

V. Whenever Her Majesty shall as aforesaid order all or any number or part of the Volunteers under this Act to be called into actual service, the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, shall cause the said Volunteers, or such number or part of them as Her Majesty may have ordered, to be called into actual service accordingly; and the Volunteers so called into actual service shall be liable to serve on shore or on board any ships or vessels, or partly on shore and partly on board any ships or vessels, as the said Lord High Admiral or Commissioners may direct; and such Volunteers shall be placed under the command of such officers as the said High Admiral or Commissioners may direct, and where he or they may so direct, shall form part of the crews, and be under the like command as the respective crews of any of Her Majesty's ships or vessels of war which the said Lord High Admiral or Commissioners may see fit to cause them to join; and every such Volunteer so called into actual service shall be liable to such service for the term of three years from the time of his coming into actual service, and at the expiration of such period he shall be entitled to be discharged from actual service.

Volunteers to serve in Navy three years.

* * * * * * *

The rest of this section does not apply to the Royal Naval Volunteer Reserve: Naval Forces Act, 1903, *section* 1 (2) (i).

Volunteers when called out to be

VI. The Volunteers under this Act shall, for such time as they shall be called out for, and shall attend instruction, training

* Repealed as to the words in italic, by the *Royal Naval Reserve Act*, 1896, section 1 (59 & 60 Vict. c. 33.), which also enacts that "the power under "the Royal Naval Reserve (Volunteer) Act, 1859, to raise and pay Volunteers "may, subject to regulations of the Admiralty, be exercised outside the "British Islands: Provided that a Volunteer shall not be raised or paid "outside the British Islands unless he is a British subject serving on a "vessel registered in the British Islands."

Digitized by Google

and exercise, be victualled in the same manner as seamen of the Fleet; or if trained on shore and not victualled, they shall be entitled to a money allowance in lieu of provisions, at such rate per diem each as may be established on this behalf by the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral; and for such time as they shall be in actual service under this Act they shall be entitled when on shore or afloat to the pay and other advantages of petty officers or seamen in the Royal Navy entered for ten years' continuous and general service, according to the ratings which they may be found qualified to fill; and they shall be entitled to such conduct money in respect of travelling to and from any place at which they may be required to attend for instruction, training, and exercise, or for the purpose of entering into actual service as aforesaid, as may be allowed by the regulations made under this Act: Provided always, that any such Volunteer who may be appointed, and be or perform the duties of a petty officer, shall be entitled to the pay and allowances of a petty officer in the Royal Navy of the same rank, in lieu of the pay and allowances of an able seaman in the Navy.*

victualled in the same manner as seamen of the Fleet.

VII. Every Volunteer under this Act shall, while he shall be such Volunteer, be exempt from service in the Militia, and from serving as a peace or parish officer, and upon his entering the Royal Naval Volunteers he shall cease to be a Royal Naval Coast Volunteer, if then belonging to that force; and every such Volunteer shall under such regulations as the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, may from time to time establish, be eligible for admission into the Royal Hospital at Greenwich, and be thereupon entitled to the same privileges and advantages as men who are, or may be, or have been in Her Majesty's Navy.

Volunteer exempt from Militia and from being a peace or parish officer; and, under certain regulations eligible for Greenwich Hospital.

VIII. All provisions for the time being in force for and in relation to the billeting of the Royal Marines shall extend and be applicable to the Volunteers under this Act during such time as they shall attend instruction, training, and exercise, or be in actual service: and all powers and authorities for or in relation to the billeting of the Royal Marines, which may be exercised by any colonel, commandant, or commanding officer of any division of Royal Marines, may, for the purpose of billeting such Volunteers, be exercised by any officer in the Royal Navy holding the rank of commander, or any higher rank authorised in this behalf by the regulations made under this Act.

Provisions relating to billeting Marines to extend to Volunteers.

IX. and X. *As to these sections,* see *note to section VI.*

XI. Whenever any emergency shall arise which, in the opinion of the Lord High Admiral, or the Commissioners for

In cases of emergency pensioners

* So much of section VI. as relates to naval pay, and also sections IX. and X., relating to pay and pensions, do not apply to the Royal Naval Volunteer Reserve; see *Naval Forces Act,* 1903, section 1 (2) (i).

Digitized by Google

to join Her Majesty's Navy.

executing the Office of Lord High Admiral, renders it advisable to require the services in Her Majesty's Navy of any of the persons who may have been pensioned, and be in the receipt of pensions, under this Act, it shall be lawful for such Lord High Admiral or Commissioners to order any of such persons to join Her Majesty's Navy; and those so ordered shall join such of Her Majesty's ships or vessels of war as the said Lord High Admiral or Commissioners may at any time or times direct, and shall form the crews or parts of the crews of such ships or vessels, and shall continue to serve in Her Majesty's Navy during such time as such emergency may in the opinion of the said Lord High Admiral or Commissioners continue; and while so serving shall be entitled to the same pay and allowances, according to their respective ratings on board such ships or vessels, as petty officers in Her Majesty's Navy and men in Her Majesty's Navy entered for ten years' continuous and general service, and shall also continue to receive their pensions.*

Laws and customs in force for the government of Her Majesty's Fleet to be applicable to pensioners while on actual service.

XII. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every person pensioned under this Act during such period as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and every such person as aforesaid required to serve in the Navy under this Act who shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy, and deserting or improperly absenting himself from duty.

Admiralty to make regulations as to the manner or form in which Volunteers shall be entered to serve.

XIII. It shall be lawful for the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, from time to time to make regulations as to the manner or form in which Volunteers under this Act shall be entered to serve; and generally as to the entering and re-entering of men as such Volunteers; and as to the arms, clothing, and accoutrements with which such Volunteers are to be provided; and for forming such Volunteers into divisions or classes, or other bodies, and assigning numbers to them; and as to the manner in which notices of the times and places at which such Volunteers may be required to attend instruction, training, and exercise; and

* "A person holding a deferred pension certificate or ticket shall be "deemed to be a person in receipt of a pension within the meaning of "section 11 of the Royal Naval Reserve (Volunteer) Act, 1859": *Royal Naval Reserve Act*, 1896, section 2 (59 & 60 Vict. c. 33.).

Digitized by Google

for the purpose of their entering into actual service under the provisions of this Act; and for securing and enforcing the attendance, good conduct, and discipline of and among such Volunteers; and for imposing fines or forfeitures of pay, allowances, or pensions for misconduct and breach of discipline or of any such regulations; and as to the pay and allowances to officers commanding such Volunteers; and generally as to all other matters and proceedings under this Act.

Admiralty may discharge Volunteers.

XIV. It shall be lawful for the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, in his or their discretion at any time to discharge any of the Volunteers raised under this Act.

Laws relating to the government of the Navy extended to Volunteers during exercise, and to such Volunteers and others when in actual service.

XV. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every Volunteer under this Act during such period as he shall be on board any ship or vessel for the purpose of instruction, training, and exercise, or shall be otherwise under instruction, training, and exercise; and to every such Volunteer during such time as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and to all officers having any command over any such Volunteers during the time of instruction, training, and exercise, or while in actual service; and the said Volunteers under this Act shall while in actual service have the same privileges of making allotments of wages and of making remittances, and otherwise have the benefit of and be subject to the provisions of the laws relating to the pay of the Royal Navy in like manner as officers and men of their respective ratings in Her Majesty's Navy; and the laws concerning the discharge of seamen serving on board Her Majesty's ships, and becoming entitled to be discharged, shall be applicable to and for the discharge of any of the said Volunteers.

Penalty on joining the Forces as a new Volunteer more than once during the same period.

XVI. If any person shall enter or attempt to enter the Royal Naval Volunteers as a new Volunteer more than once during the whole or any part of the same period of service, he shall for every such act forfeit and pay any sum not exceeding twenty pounds.

Information to be transmitted by shipping master.

XVII. Every shipping master acting under the Merchant Shipping Act, 1854, shall give all the assistance in his power towards carrying into effect the objects of this Act in such manner as the Board of Trade, at the instance of the Lords Commissioners of the Admiralty, may direct; and every such shipping master shall for this purpose have the power to call for such answers or information concerning reserve men from the masters of and other persons belonging to British merchant ships as may be necessary or desirable in order to enable him to

Digitized by Google

render such assistance as aforesaid, or to make any returns which the Board of Trade or the Lords Commissioners of the Admiralty may require; and every master of or other person belonging to a British merchant ship who, when duly called on by the shipping master, omits or refuses to give any such answer or information as aforesaid which it is in his power to give, shall be liable to a penalty not exceeding five pounds.

Enlistment of Volunteers under this Act in Her Majesty's regular or Indian forces or in the Militia or Naval Coast Volunteers, and entering of Militia as Volunteers under this Act to be void.

XVIII. In case any officer, serjeant, or other person enlist any man to serve in Her Majesty's regular forces, or in Her Majesty's Indian forces, or in the Militia, or in the Royal Naval Coast Volunteers, who at the time of such enlisting is entered to serve as a Volunteer under this Act, such enlisting shall be null and void; and in case any person enter any man to serve as a Volunteer under this Act who at the time of such entering is enrolled to serve in the Militia, or belongs to the Royal Naval Coast Volunteers, such entering shall be null and void; and any such Volunteer under this Act offering himself to be enlisted in Her Majesty's regular forces, or in Her Majesty's Indian forces, or who shall be enlisted or enrolled or offer himself to be enlisted or enrolled as a Militiaman, or to serve in the Royal Naval Coast Volunteers, and every Militiaman or any Royal Naval Coast Volunteer offering himself to be entered as a Volunteer under this Act, shall, on conviction thereof, upon the oath of one witness before any justice of peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be, be committed to the common gaol or house of correction for any term not exceeding six months; and any officer or other person knowingly enlisting or enrolling any Volunteer under this Act to serve in Her Majesty's regular forces, or in Her Majesty's Indian forces, or in the Militia, or in the Royal Naval Coast Volunteers, or knowingly entering any Militiaman or Royal Naval Coast Volunteer to serve as a Volunteer under this Act, shall for every such offence forfeit and pay any sum not exceeding twenty pounds: Provided always, that men may, on their application to that effect, be discharged by proper authority from the Royal Naval Coast Volunteers to be enrolled as Volunteers under this Act.

Punishment of persons offending.

Penalty on selling or buying arms, &c. of Volunteers.

XIX. Any Volunteer under this Act who shall sell, pawn, or lose any of his arms, clothes, accoutrements, or ammunition, slops or necessaries, or any of such articles provided for him under this Act, or refuse or neglect to return the same in good order to any person appointed by or under the authority of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, to receive the same, shall for every such offence forfeit any sum not exceeding three pounds; and every person who shall knowingly and wilfully buy, take in exchange, receive in pledge, or otherwise receive or conceal any arms, clothes, accoutrements, or ammunition, or slops or necessaries belonging to any such Volunteer or provided for him under

Digitized by Google

this Act, shall for every such offence forfeit and pay any sum not exceeding ten pounds, and the treble value of all or any of the articles so bought, taken in exchange, received, or concealed; and if any person shall prove, on oath before a justice of the peace or person exercising like authority, and there is reasonable cause to suspect that any person has in his or her possession, or on his or her premises, any such arms, clothes, accoutrements, or ammunition, or slops or necessaries, such justice or person may and he is hereby required to grant a warrant to search for such arms, clothes, accoutrements, and ammunition, and slops and necessaries, as in the case of stolen goods; and if upon search any such articles shall be found, the same shall and may be seized by the officer charged with the execution of such warrant, or any person aiding him therein, who shall bring the offender in whose possession or upon whose premises the same shall be found before such justice or person, to be dealt with according to law.

XX. *Not to apply to the Royal Naval Volunteer Reserve: Naval Forces Act, 1903, section 1 (2) (i).*

Persons not attending when called into actual service may be apprehended and punished as deserters from the Navy.

XXI. If any such Volunteer (being in the United Kingdom, and not labouring under any infirmity incapacitating him) required to serve in the Navy under this Act shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, every such person so offending shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy deserting or improperly absenting himself from duty.

Penalty for inducing Volunteers to absent themselves, or harbouring or employing Volunteers absenting themselves.

XXII. Every person who by words or other means shall persuade any Volunteer under this Act to desert from the Royal Naval Volunteers, or to be improperly absent from his duty, shall forfeit and pay any sum not exceeding twenty pounds for every such Act, and every person who shall assist or procure any such Volunteer to desert, or to be improperly absent as aforesaid, or shall conceal or employ or continue to conceal or employ any such Volunteer, knowing him to be such a deserter or so improperly absent, shall for every such offence forfeit and pay any sum not exceeding thirty pounds.

Recovery of penalties.

XXIII. No man by reason of his entering or serving as a Volunteer under this Act shall lose or forfeit, or be deemed to have lost or forfeited, any interest he may possess, or may have possessed at the time of his being so entered or serving, in any friendly or benefit society, any laws, rules, or regulations of such society to the contrary notwithstanding; and in case any dispute shall arise between any such society and any such man by reason of such entry or service, it shall be considered as

Digitized by Google

being a dispute directed by the rules of such society to be decided by Justices of the Peace, pursuant to the provisions of the Acts in force relating to friendly societies.

Summary jurisdiction.

XXIV. All offences for which any pecuniary penalty or forfeiture is by this Act imposed shall and may be heard and determined by any Justice of the Peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be, and all such penalties and forfeitures, and any forfeiture of treble value, and also the reasonable costs attending the prosecution, to be duly ascertained and awarded by such justice, shall and may be enforced and recovered in the same manner as any pecuniary penalties may be recovered in England or Wales, under the provisions of an Act passed in the twelfth year of Her Majesty's reign, intituled "An Act to "facilitate the performance of duties of Justices of the Peace out "of sessions within England and Wales, with respect to summary "convictions and orders." Provided always, that in all cases in which there shall not be sufficient goods whereon any penalty or forfeiture can be levied, the offender may be committed and imprisoned, with or without hard labour, for any time not exceeding six months, which said Act shall be used and applied in Scotland and in Ireland for the recovery of all such pecuniary penalties and forfeitures, and forfeitures of treble value, as fully to all intents as if such Act had extended to Scotland and Ireland, anything in the said Act, or in an Act passed in a session holden in the fourteenth and fifteenth years of Her Majesty's reign, intituled, "An Act to consolidate and amend the Acts "regulating the proceedings of Petty Sessions, and the duties "of Justices of the Peace out of Quarter Sessions in Ireland," or in any other Act to the contrary notwithstanding.

11 & 12 Vict. c. 43.

14 & 15 Vict. c. 93.

Appropriation of penalties.

XXV. One moiety of every such penalty or forfeiture not including the treble value of any article shall go to the person who shall inform or sue for the same, and the other moiety, together with the treble value of any articles, or where the offence shall be proved by the person who shall inform, then the whole of the penalty and such treble value shall be paid over and applied in such manner as the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, shall direct, anything in an Act passed in the sixth year of the reign of King William the Fourth, intituled "An Act to provide for "the Regulation of Municipal Corporations in England and "Wales," or in any other Act of Parliament, to the contrary notwithstanding; and every Justice who shall adjudge any penalty under this Act shall within four days thereafter at the farthest report the same and his adjudication thereof to the Secretary of the Admiralty.

5 & 6 W. 4. c. 76.

Digitized by Google

Seamen's and Soldiers' False Characters Act, 1906.

(6 Edw. 7. c. 5.)

An Act to amend the Law relating to the falsification of Seamen's and Soldiers' Certificates of Service or Discharge, and to false statements made, used, or given in connection with Entry or Enlistment into His Majesty's Naval, Military, or Marine Forces. [22nd June 1906.]

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

Forgery of service or discharge certificate and personation.

1.—(1) If any person forges the certificate of service or discharge of any seaman or soldier, or any certificate purporting to be a certificate of service or discharge of a seaman or soldier, or utters such certificate knowing it to be forged, or obtains or seeks to obtain any employment or other advantage by means of any forged or counterfeit certificate of service or discharge, or personates the holder of a certificate of service or discharge, he shall on conviction under the Summary Jurisdiction Acts be liable in the case of a first offence to imprisonment, with or without hard labour, for a term not exceeding one month, or to a fine not exceeding twenty pounds, and in the case of a second or subsequent offence to imprisonment, with or without hard labour, for a term not exceeding three months.

(2) For the purposes of this section the expression "seaman" means a man who has served in His Majesty's naval forces, and the expression "soldier" means a man who has served in His Majesty's military or marine forces.

Penalty on using or giving false statements for enlistment.

2. If any man when entering or enlisting or offering himself for entry or enlistment in His Majesty's naval, military, or marine forces makes use of any forged or counterfeit statement as to his character or previous employment, or any statement as to his character or previous employment which to his knowledge is false in any material particular, he shall be liable, on conviction under the Summary Jurisdiction Acts, to a fine not exceeding twenty pounds; and if any person makes a written statement as to the character or previous employment of any man which he knows to be false in any material particular, and which he allows or intends to be used for the purpose of the entry or enlistment of that man into His Majesty's naval, military, or marine forces, he shall be liable, on conviction under the Summary Jurisdiction Acts, to the like fine.

Digitized by Google

Extension of 16 & 17 Vict. c. 69. s. 16. to naval reserves.

3. In section sixteen of the Naval Enlistment Act, 1853 (which imposes a penalty on persons who make or give a false statement upon entering or offering themselves to enter the naval service of His Majesty), the expression "naval service" shall include service in any of the naval reserve forces.

Short title.

4. This Act may be cited as the Seamen's and Soldiers' False Characters Act, 1906.

Volunteer Act, 1863.

(Extract from 26 & 27 Vict. c. 65.)

An Act to consolidate and amend the Acts relating to the Volunteer Force in Great Britain.

[21st July 1863.]

48. Any pecuniary Penalty under this Act, the mode of Recovery of which is not otherwise expressly provided for by this Act—and any Money or Fine by this Act made recoverable as a penalty under this Act is recoverable—may be recovered as follows:—

In England, in a summary Way before Two or more Justices of the Peace having Jurisdiction where the Offence is committed or where the Offender happens to be, in manner directed by the Act of the Session of the Eleventh and Twelfth Years of Her Majesty (Chapter Forty-three), "to facilitate the Performance of the Duties of Justices of the Peace out of "Sessions, within England and Wales, with respect to Summary Con- "victions and Orders"; or in case of Proceedings in the City of London, or in the Metropolitan Police District, in manner directed by the respective Enactments for the Time being in force relative to summary Proceedings there:

In Scotland, in manner directed by the Railways Clauses Consolidation (Scotland) Act, 1845, with respect to Penalties imposed by that Act, the Recovery of which is not otherwise provided for:

In the Isle of Man, by Proceedings in any Court of competent Jurisdiction, and in the manner in which Penalties of like Amount are recoverable by the Laws of the Isle of Man, or as near thereto as Circumstances admit.

In England, where the Sum adjudged to be paid on a summary Conviction or Adjudication, inclusive of any Costs, exceeds Five Pounds, or the Imprisonment awarded exceeds One Month, and the Person who is convicted, or against whom the Adjudication is made thinks himself aggrieved by the Conviction or Adjudication, the following Provisions shall take effect:—

(1) Such Person may appeal to the next Court of General or Quarter Sessions held not less than 12 Days after the Day of such Conviction or Adjudication for the County or Place where the Conviction or Adjudication is had:

(2) The Appellant shall, within Three Days after the Day of the Conviction, and Seven clear Days at least before the Sessions to which the Appeal is to be made, give to the Complainant a Notice in writing of the Appeal and of the Ground thereof:

(3) The Appellant may enter into a Recognizance with Two sufficient Sureties before a Justice of the Peace conditioned to appear personally at the Sessions and try the Appeal, and abide the Judgment of the Court thereon, and pay any costs awarded by the Court; or where the Appeal is against a Conviction imposing only a pecuniary Penalty, or against an Adjudication for the Payment of Money, the Appellant may deposit with the Clerk of the convicting Justices such Sum of Money as those Justices deem sufficient to cover the Amount

Digitized by Google

of the Penalty, or Money adjusted to be paid, together with the Costs of the Conviction or Adjudication, and of the Appeal:

(4) On such Notice being given, and such Recognizance being entered into, or such Deposit being made, the Appellant shall be liberated if in Custody:

(5) The Court of General or Quarter Sessions shall hear and determine the Appeal, and shall make such Order therein with or without Costs to either Party, as to the Court seems fit, and in case of Affirmance of the Conviction or Dismissal of the Appeal, shall adjudge the Appellant to be punished according to the Conviction, or to pay Money according to the Adjudication, and to pay such Costs as are awarded and shall, if necessary, issue Process for enforcing such Judgment:

(6) Where any such Deposit as aforesaid is made, and the Conviction or Adjudication is affirmed or the Appeal is dismissed, the Court may order the amount of the Penalty or other Money adjudged to be paid, together with the Costs of the Conviction or Adjudication and of the Appeal, to be paid out of the Deposit, and the Residue thereof, if any, to be returned to the Appellant, and in any other Case shall order the Deposit to be returned to the Appellant:

(7) Where on Appeal a Conviction is quashed, the proper Officer shall forthwith indorse on the Conviction a Memorandum that it has been so quashed; and whenever any Copy or Certificate of such Conviction is made, a copy of the Memorandum shall be added thereto, which shall be sufficient Evidence of the Conviction having been quashed in all Cases where a Copy or Certificate would be sufficient Evidence of the Conviction.

But nothing in the present Section repecting Appeals shall affect any Enactments relative to Appeals in Cases of summary Convictions or Adjudications in the City of London or the Metropolitan Police District.

In Scotland, and the Isle of Man, in like Cases as in England, an Appeal shall lie, in manner in that Behalf provided by the Law of Scotland and of the Isle of Man respectively.

A summary Conviction or Adjudication under this Act in England, or an Adjudication made on Appeal therefrom, shall not be quashed for Want of Form or be removed by Certiorari; and a Warrant of Commitment on any such Conviction shall not be held void by reason of any Defect therein, if it is therein alleged that the person therein named has been convicted, and there is a good Conviction to sustain the same.

Any pecuniary Penalty recovered summarily under this Act on the Prosecution of the Commanding Officer of a Volunteer Corps or Administrative Regiment shall (notwithstanding anything in any Act relating to Municipal Corporations or to the Metropolitan Police or in any other Act contained) be paid to the Commanding Officer, and be applied as part of the general Fund of the Corps or Regiment.

Digitized by Google

APPENDICES.

	PAGE
A.—Form of Undertaking by a R.N.V.R. rating	134
B.—Syllabus of Training—Officers	135
C.— „ „ —Men	142
D.—Regulation Kits	152
E.—Schedule of Returns to be rendered	154
F.—Postal and Telegraphic addresses of Divisions and outlying Sub-Divisions	156
G.—List of Books and Documents to be produced at the Annual Inspection	156
H.—List of Printed R.N.V. Forms	157
I.—Rules for Canteens	157
J.—Standard for Medical Examination of R.N.V.R. Recruits	159
K.—Table of Relative Ranks	160
L.—Educational Test—Part I.	163
M.—Tables of Full Pay	164
N.—Rules of Procedure of R.N.V.R. Committee	168

APPENDIX A.

Form of Undertaking.

To the Commanding Officer of the Division of the Royal Naval Volunteer Reserve.

In consideration of your enrolling me a member of the Division of the Royal Naval Volunteer Reserve, I undertake and bind myself:—

(1) To serve for at least four years from the date hereof (unless previously discharged) being subject to the provisions of the "Naval Forces Act, 1903," and the Acts incorporated therewith and of the Admiralty Regulations made in pursuance thereof, and to the Rules of the Division for the time being, and to the customs and usages of His Majesty's Naval Service. The conditions of Articles **187**, **211** and **254** of the Regulations for the Royal Naval Volunteer Reserve have been brought specially to my notice.

(2) To keep in good repair the kit and any articles of outfit which may be issued to me, and, when required to do so by the Commanding Officer of my Sub-Division, or other authorised person, or in the event of my leaving the Service before completing four years' service, to return them to head-quarters and to pay compensation not exceeding Five Pounds for any loss or damage thereto other than that due to fair wear and tear.

Dated this ..... day of 19

Signature _____

Address _____

Name and Designation of witness to signature. {

Digitized by Google

APPENDIX B.

SYLLABUS OF TRAINING.

R.N.V.R. Officers.

I.—*Gunnery.*

(1) *Obligatory Qualifying Course*, for officers selecting Gunnery on promotion to Lieutenant.

A four weeks' course consisting of:—

H.A. Gun Control	1 day.
Fire Control	5 days.
Director	3 ,,
Rangefinder	1 day.
Sights	1 ,,
Firings	2 days.
General Gunnery Lectures	2 ,,
Gun Drill and Stripping	3 ,,
Examination	2 ,,
Total	20 working days.

A lecture will be given each Saturday forenoon.

Courses will be held quarterly in one of the three Gunnery schools. Candidates will be given 1st, 2nd, or 3rd class certificates (for which 80, 70 and 65 per cent. respectively are required), or failed.

A class will consist of not more than 20 and not less than 10 officers.

(2) A voluntary course will not be instituted at present, but there will be a requalifying course of 4 weeks in lieu, the same syllabus being taken as in the Qualifying course.

This requalifying course is obligatory every 4 years.

(3) *Short Courses.*

A two weeks' course consisting of:—

Gun Drill.
Stripping.
Fire Control.
Director.

Course will be held bi-monthly at one of the Gunnery Schools.

(4) *Captains and Commanders.* (*Obligatory.*)

A two weeks' course consisting of:—

Fire Control, including H.A. Control	4 days.
Ammunition and Magazine Regulations	1½ ,,
Rangefinder	½ day.
General Gunnery Lectures	4 days.
Total	10 working days.

No examination will be held.

Courses will be held by arrangement at one of the Gunnery Schools.

(5) *Special Branch.*

No syllabus required.

(6) *Promotion.*

Sub-Lieutenants for Lieutenants will be examined at a Gunnery School, on the request of the Admiral Commanding. The Captain, H.M.S. "Excellent," is to be informed as to the syllabus of instruction carried out by these officers at R.N.V.R. Headquarters before being asked to examine them.

Digitized by Google

II.—*Torpedo.*

(1) *Obligatory Torpedo Qualifying Course,* for officers selecting Torpedo on promotion to Lieutenant.

A four weeks' course consisting of:—

Torpedoes and Torpedo Control	10 days.
Mining, including mines, sinkers, minelaying, explosives, demolition depth charges and paravanes	5 „
Searchlights and Searchlight Control	5 „
Total	20 working days.

An examination will be held at the end of each subject.
Candidates will be given 1st, 2nd, or 3rd class certificates, or failed.
Courses will be held quarterly in one of the Torpedo Schools.

(2) *Obligatory Electricity Qualifying Course,* for officers selecting electricity on promotion to Lieutenant.

A four weeks' course consisting of:—

High Power, including lighting, dynamos, motors, switchboards, distribution and power circuits generally	5 days
Low Power, including electrical communications, fire control instruments, and gyro compass	10 „
Searchlights, including lamps, projectors, manipulation and burning, and searchlight control	5 „
Total	20 working days.

An examination will be held at the end of each subject.
Candidates will be given 1st, 2nd, or 3rd class certificates, or failed.
Courses will be held quarterly in one of the Torpedo Schools.

(3) There will be a requalifying course of 2 weeks, the same syllabus being taken as in the Qualifying Course. This Requalifying Course is obligatory every four years.

(4) *Captains and Commanders.*

A two weeks' Torpedo course to consist of the usual R.N. Senior Officers' course, but R.N.V.R. Officers will have to leave the course at the end of the fortnight.

Course to be held by arrangement.

(5) *Special Branch.*

No syllabus required.

III.—*Signals.*

(1) *Obligatory Signal Qualifying Course* for officers selecting Signals on promotion to Lieutenant.

A four weeks' course consisting of:—

Semaphore
Flag Waving
Flashing
Buzzer

} Sending and receiving at standard rate, exercised daily.

First Week.

Names of principal signal books and purpose for which each is supplied.
Definitions.
Standard Phraseology.
Signification of Signal Flags and Pendants.
Manœuvring Signal Instructions (Chapter 14, Signal Manual).
„ Signals, including Alter Course, Forming and Disposing.
Equal Speed and Stationing Signals.
Organisation of a Fleet.
Simple exercises of manœuvring with models.
Use of Distinguishing Signals.

Digitized by Google

Second Week.

The principal points embodied in the following chapters in Signal Manual:—

(*a*) Instruction for the use of W/T.
(*b*) Methods of handling W/T traffic.
(*c*) W/T organisation afloat.
(*d*) W/T organisation ashore.

W/T organisation lectures.
W/T Material lecture.
Instructions for the conduct of V/S.
Authorised introductory words.
Drafting messages.
How to make and reply to certain Signals.
The special Signals explained in Chapters 18 and 22, Signal Manual.
Executive Signals.
Practical Procedure for Flashing and Sound Signalling at the Fenn Model.

Third Week.

Appendix to Signal Manual,
General arrangement of Fleet Code, Vols. I. and II., and Fleet Decode.
Appendices A. and B. to Fleet Code.
Coding Instructions.
Practical Coding from all Codes.
Auxiliary Vessels' Signal Book.
Boats' Signal Book.

Fourth Week.

Practical W/T procedure.
Resumé and examination.

Course will be held quarterly.

Note.—Officers undergoing this course will be expected to have a fair proficiency in practical signalling, in the procedures contained in the "V/S Instructions," "Allied W/T Instructions," and in the "International Code of Signals."

Examination.

——	A.	B.	C.
Semaphore - - -	100	20	98
Flag waving - - -	100	12	96
Flashing - - - -	100	10	97·3
Buzzer - - - -	100	Standard Exercise.	90
Part I. - - - -	100	—	90
Part II. - - - -	100	—	90
Coding - - - -	100	—	90
Oral - - - -	100	—	90

A = No. of marks allowed.
B = Rate of sending per minute.
C = Percentage of marks required to pass.

(2) *Voluntary Course* for officers who have already qualified.

A six weeks' course consisting of:—

Semaphore - - -
Flag Waving - - } Sending and Receiving at standard rate,
Flashing - - - } exercised daily.
Buzzer - - -

Digitized by Google

First Week.

Names of principal signal books and purpose for which each is supplied.
Definitions.
Standard Phraseology.
Significations of Signal Flags and Pendants.
Manœuvring Signal Instructions (Chapter 14, Signal Manual).
„ Signals, including Alter Course, Forming and Disposing, Equal Speed and Stationing Signals.

Second Week.

Chapters 2 and 3 of V/S Instructions.
Procedure Signals, Flags, Morse and Semaphore.
Signalling by Flags, Flashing, Sound, Flag Waving, Semaphore and Telephone.

Third Week.

Following subjects from Signal Manual:—

General Instructions.
Instructions for conduct of V/S.
Introductory words.
Drafting messages.
Organisation of a Fleet.
Use of Distinguishing Signals.
Practical Procedure at Model.
Practical Manœuvring with Models.

Fourth Week.

Following subjects from Signal Manual:—

Enemy Reports and Distress Messages.
Spreading Cruisers.
Forming Attacking Force.
Special Signals, Chapters 18 and 22.
Use of Speed and Helm Signals.
Duties of Signal Officer.
Organisation of Signal Department.
Practical Procedure and Manœuvring with Models.

Fifth Week.

Lectures on W/T Organisation.
Principal points embodied in the following chapters of Signal Manual:—

(*a*) Instruction for the use of W/T.
(*b*) Methods of handling W/T traffic.
(*c*) W/T Organisation afloat.
(*d*) W/T Organisation ashore.

V/S Material.
International Code of Signals.
Allied Signal Manual.
Practical Procedure and Signalling with Models.

Sixth Week.

Appendices A and B to Fleet Code.
General arrangements of Fleet Code, Vols. I and II and Decode.
Extracts from King's Regulations and Admiralty Instructions.
Appendix to Signal Manual.
Coding Instructions.
Practical Coding from all Codes.
Resumé and examination.

Courses will be held by arrangement.

Digitized by Google

Examination.

Candidates will be required to pass the same standard as laid down for the qualifying examination, but a more advanced style of question will be asked.

(3) *Short Courses.*

A two weeks' course consisting of:—

Semaphore - } Sending and receiving at standard rate,
Flashing - } exercised daily.
Buzzer - }

First Week.

Names of principal signal books and purpose for which each is supplied.
Signification of Single Flags and Pendants.
Definitions.
Manœuvring Signal Instructions.
Manœuvring Signals, including Alter Course, Forming and Disposing, Equal Speed and Stationing.
Organisation of a Fleet.
Use of Distinguishing Signals.
Appendix to Signal Manual.
Executive Signals.
Practical Signalling at Model.
Practical manœuvring with Models.

Second Week.

Enemy Reports and Distress Messages.
General Arrangement of Fleet Code, Vols. I and II and Decode.
Coding Instructions.
Practical Coding from all Books.
Practical Signalling at Model.
Practical manœuvring with Models.
Résumé.

Examination.

Practical Signalling as for Leading Signalman R.N.
Paper subjects as for Signalman R.N.

Course will be held bi-monthly.

(4) *Captains and Commanders.*

A one week's course as laid down for Senior Officers, R.N.

IV.—*Wireless Telegraphy.*

(1) It is not practicable for a R.N.V.R. officer to combine V/S and W/T. These subjects have therefore been divided, and an officer may select one or the other in which to qualify.

Officers selecting W/T will be required to have a certain electrical knowledge, and to have studied the Admiralty W/T Handbook before qualifying.

Candidates will be required to pass (at R.N.V.R. Headquarters) a test paper (set and corrected by Signal School) on Chapters 2 and 5 inclusive of Admiralty W/T Handbook. No questions will be set on details of instruments or W/T sets.

(2) *Obligatory W/T Qualifying Course.*

A four weeks' course designed as far as possible to make an officer capable of conducting a W/T Exercise and to give him a thorough knowledge of all the principles of all kinds of W/T, but the course will not give him a detailed knowledge of every Service set.

All subsequent training will be in the W/T Branch.

Note.—An officer will spend all available training periods at sea in a ship carrying a qualified S. Officer, except that a two weeks' Requalifying Course must be taken every four years at the School to study new developments.

Digitized by Google

Examination Syllabus for both Qualifying and Requalifying Courses.

——	Max.	Q.	R.Q.
Written Paper on General Principles and Practice of W/T. (Admiralty W/T Handbook.)	200	75	80
Written Paper on W/T Organisation and Procedure.	100	75	80
Standard Buzzer Exercise. (Class II.) -	100	90	95
Practical Procedure Test - - -	100	90	90

V.—*Navigation and Pilotage.*

(1) *Voluntary Pilotage Course.*

A three week's (16½ working days) course consisting of:—

Section 1.—*Magnetic Compass and Terrestrial Magnetism*, including construction, adjustment and correction of compass; swinging ship for deviation; analysis of deviation table; coefficients, &c.

Section 3.—*Chronometer work*, including treatment, comparison, stowage, packing, errors, &c.

Section 4.—*Meteorological instruments.*

Section 5.—*Tides*, including theory and use of Admiralty publications.

Section 6.—*Ship and Fleet work*, including use of Battenburg instrument and mooring board, simple problems only; station keeping; dead reckoning in Fleet tactics; simple manœuvres.

Section 7.—*General Navigation and Pilotage*, including Rule of the Road; buoyage systems; fixing position; use of navigational instruments; anchoring in prearranged berth, &c.

Examination.

80 per cent. required for a 1st class certificate.
65 „ „ „ 2nd „ „
50 „ „ „ 3rd „ „

Obligatory Qualifying Navigation Course for officers selecting N. on promotion to Lieutenant.

A four weeks' (22 working days) course, consisting of the same syllabus as for the voluntary pilotage course with the addition of:—

Section 2.—*Astronomical navigation*, including the sextant; amplitudes, azimuths, times of rising and setting and geographical position of heavenly bodies; position lines and circles of position; fixing position by sun, moon and stars (including new navigation method); methods of finding stars; correcting bearings for convergency; system of timekeeping at sea by time zones.

Section 4.—*Add*: The synoptic system of weather analysis and weather forecasting; causes, seasons and localities of fog; warnings of proximity, precautions and seasons of ice in different localities.

(2) There will be a Requalifying Course of four weeks, the syllabus being the same as for Qualifying Course.

This course will be obligatory every four years.

VI.—*Anti-Submarine.*

(1) Candidates will be required to pass (at R.N.V.R. Headquarters) a test paper, set and corrected by A/S School, on Volume 1, Torpedo Manual, Chapters 1 to 7 inclusive, 17, 19, 22, 23 and on the theory of oscillating circuits and valves. No questions will be set on details of instruments, machines or sets.

Digitized by Google

Successful candidates must also pass a medical and aural test at the A/S School, Portland, which is fitted with requisite testing apparatus.

Note.—As the A/S gear is entirely electrical, a previous knowledge of electricity is essential.

(2) *Obligatory A/S Qualifying Course* for those officers selecting A/S on promotion to Lieutenant and passing the above tests—

A four weeks' course consisting of:—

Section 1.—Theory of sound;

Construction of, electricity as applied to, listening to and practical operation of, acoustical instruments;

Care and maintenance of secondary batteries;

Search apparatus (*i.e.*, detection by electrical field), indicating loops.

or

Section 2.—Piezo electric properties of quartz as circuits and their practical operation.

Indicating loops.

Officers will be selected to qualify in section 1 or section 2 according to service requirements; officers may subsequently be required to qualify in the other section.

Candidates will be given a 1st, 2nd, or 3rd class certificate, or failed.

All subsequent training will be performed in the A/S Service.

(3) *Lony Course.*—Ten weeks' course; no syllabus is at present arranged.

VII.—*Mine Sweeping.*

Course to last 14 days, *i.e.*, 11 working days.
Sea Training to be carried out in a T.S.M.S.

1*st Day.*

A.M. Lecture.—"A" Sweep. Method of rigging gear. Passing and sighting sweep, &c.

P.M. Visit T.S.M.S.—Inspect gear and rig gear.

2*nd Day.*

A.M. Lecture.—"A" Sweep. Station keeping. Procedure when sweep parts.

P.M. Lecture.—"A" Sweep. Formations, altering course.

3*rd Day.*

A.M. Sea.—Practice passing and sighting sweeps in pairs.

P.M. Sea.—Practice passing and sighting sweeps, three or more vessels abreast.

4*th Day.*

A.M. and P.M. Sea.—M/S vessels work as a flotilla. Practice station keeping. Altering course, &c., in various formation in pairs and in three or more vessels abreast.

5*th Day.*

A.M. and P.M. Lecture.—Methods employed to carry out a searching sweep and a clearing sweep. Use of Dan-laying vessels and Mark Boats. Method of buoying an area. Method of plotting on a chart sweeping carried out.

6*th Day.*

A.M. Lecture.—Bottom sweep.

7*th Day.*

A.M. and P.M. Sea.—Clear an area, dummy mines laid if possible, vessels working in pairs. Dan-laying vessels or mark boats being employed.

8*th Day.*

A.M. and P.M. Sea.—Clear an area, dummy mines laid if possible, vessels working three or more abreast. Dan-laying vessels or mark boats being employed.

Digitized by Google

9th Day.

A.M. Lecture.—Oropesa Sweep. Inspect gear. Method of rigging gear.

P.M. Lecture.—Method of carrying out searching and clearing sweep. Formations, altering course, &c.

10th Day.

A.M. Sea.—Oropesa Sweep, practice getting sweep out and in vessels working singly.

P.M. Sea.—Practice as a Flotilla, altering course, formations, &c.

11th Day.

A.M. and P.M. Sea.—Clear an area, dummy mines laid if possible. Dan-laying vessels or mark boats to be used.

12th Day.

A.M. Lecture.—Method of rigging and dropping a Dan-buoy. Hints on minesweeping. Revision.

VIII.—*Coastal Motor Boats.*

Course to last 4 weeks.

Hull Construction and Armament details	1 week.
Engines	1 „
Handling boats (including running torpedoes)	2 weeks.
Total	4 weeks.

APPENDIX C.

SYLLABUS OF TRAINING.

R.N.V.R. Men.

I.—*Gunnery.*

(1) *Qualification in Branch.*

A two-weeks' course consisting of:—

Gun Drill	3 days.
Stripping	2 „
Fire Control	2 „
Shooting Appliances	1 day.
Firings	1 „
Examination	1 „
Total	10 working days.

Candidates will be passed or failed, 65 per cent. being required to pass.

Course will be held monthly from May to September inclusive, at one of the Gunnery Schools.

(2) *Qualifying Course for S.G.*

A four-weeks' course consisting of:—

Part I.—

Turret	5 days.
Hydraulics	4 „
Gun Drill	3 „
Stripping	2 „
Director	2 „
Machine Gun	2 „
Field Training	2 „
Total	20 working days.

Candidates will be passed or failed, 65 per cent. being required to pass.

Examination is held at the end of each subject.

Digitized by Google

Part I. should be followed in the next year, if possible, by :—
A four-weeks' course consisting of—

Part II.—

Fire Control	5 days.
Shooting Appliances	3 „
Sighting	1 day.
Ammunition	3 days.
Firings	2 „
Gun Drill	2 „
Stripping	2 „
Field Training	2 „
Total	20 working days.

Candidates will be passed or failed, 65 per cent. being required to pass.
Examination is held at the end of each subject.
On passing both parts, candidates will be rated S.G.
Candidates must have completed a Musketry Course at R.N.V.R. Headquarters before presenting themselves for Part I, and must produce a certificate showing that this has been done.
Course by arrangement.

(3) *Requalifying S.G. Course.*

A four-weeks' course consisting of :—

Turret	3 days.
Hydraulics	3 „
Fire Control	3 „
Ammunition	2 „
Director	1 day.
Machine Gun	1 „
Field Training	2 days.
Gun Drill	2 „
Stripping	2 „
Firings	1 day.
Total	20 working days.

Candidates will be passed or failed, 65 per cent. being required to pass.
Examination is held at the end of each subject.
Course will be held monthly from May to September inclusive, in one of the Gunnery Schools.

(4) *Qualifying G.L.2 Course.*

To be eligible for this course, a man must hold the rating of S.G. and be recommended.
Before commencing the course, candidates will be required to pass the eyesight tests laid down for similar ratings, R.N.
The full R.N. Course of 40 working days is to be taken in two courses of 20 working days each in consecutive years.
A four-weeks' course consisting of :—

Part I.—

Gun Drill	6 days.
Stripping	6 „
Shooting Appliances	4 „
Fire Control	2 „
Firings	1 day.
Examination	1 „
Total	20 working days.

Digitized by Google

A four-weeks' course consisting of:—

Part II.—

Ammunition	2 days.
*Stripping and Gun Drill	3 ,,
Rangefinder	1 day.
Shooting Appliances	4 days.
Fire Control	2 ,,
H.A. Gun Control	2 ,,
Sighting	2 ,,
Firings	2 ,,
Examination	2 ,,
Total	20 working days

On passing both parts candidates will be rated G.L.2.

Candidates will be passed or failed, 65 per cent., and a "satisfactory" assessment for shooting being required to pass.

There will be no examination in subjects marked * in Part II. of course.

(5) *Requalifying G.L.2 Course.*

Before commencing the course, candidates will be required to pass the requalifying eyesight test laid down for similar ratings, R.N.

A four weeks' course consisting of:—

Shooting instructional appliances	4 days.
Fire Control, practical	2 ,,
H.A. Gun Control	1 day.
Ammunition	1 ,,
Sights, practical	1 ,,
Firing	1 ,,
Gun Drill and Stripping	8 days.
Examination	2 ,,
Total	20 working days.

Examination will be held at the end of each subject.

Candidates will be passed or failed, 65 per cent. and a "satisfactory" assessment for shooting being required to pass.

Course will be held by arrangement in one of the Gunnery Schools.

G.L.2's will be required to requalify in each period of service.

(6) *Voluntary Courses.*

A two-weeks' course as laid down for qualification in branch for R.N.V.R. men (para. (1)).

(7) *Ordnance Artificers, R.N.V.R.*

(14 days' training at sea).

To be performed in 1st year of service.

During this period, Ordnance Artificers are to be given a practical workshop examination and should satisfy the Examining Officer that they have sufficient knowledge to carry out the duties of Ordnance Artificers, 4th Class; a knowledge of hydraulics or an intimate knowledge of service instruments will not be required.

II.—*Torpedo.*

Selection—Suitable men will be selected by the Officer Commanding their headquarters.

Qualification in Branch.

2.—(*a*) Torpedo to be divided into four sections: High Power, Low Power, Mining and Searchlights.

(*b*) To "qualify" during the first period, a man *need* only pass in one of these sections, but may pass in more.

(*c*) On passing, his history sheet to be noted, "Qualified (T) H.P., (T) L.P., (T) M. and/or (T) S.L."

Digitized by Google

(*d*) A man must requalify in his section in each period of service or qualify in another section. The requalifying course in any section will be the same as the qualifying course.

(*e*) Each section will consist of a two-weeks' course (10 working days) including examination, in the Torpedo School.

(*f*) Candidates will be passed or failed.

Qualifying for S.T.

3. When qualified in all four sections, a man will be rated S.T. without further examination. A notation, "qualified S.T.," to be entered on his History Sheet by the Torpedo School when he passes his 4th section successfully.

4. A S.T. is to requalify for S.T., or qualify for L.T.O. in each period of service.

5. The requalifying course for S.T. will be a two-weeks' course.

R.N.V.R. *L.T.O.*

6. *Selection.*—Candidates for L.T.O. must be fully qualified S.T.'s, and must be recommended by "Vernon" and by their headquarters. They must further pass the standard L.T.O. examination in school subjects, the papers being set and corrected by the Torpedo School. This school examination will be held twice a year in the various headquarters under the supervision of the Officer Commanding the Headquarters. Candidates who are fully eligible and recommended will be selected by the Officer Commanding their Headquarters to undergo the course for L.T.O. in the Torpedo School.

Before any class commences in the Torpedo School the Service Certificates and History Sheets of the selected candidates are to be forwarded to the Captain of the Torpedo School for his concurrence.

Qualifying for L.T.O.

7. The course will be entirely electrical, and will be the regular service course of 22 working days (four weeks) including examination, in the Torpedo School. This may be taken in two periods of two weeks each, one period consisting of High Power and the other of Low Power, or the course may be taken in one period of four weeks. The standard required will be the same as for regular L.T.O.

L.T.O.'s qualifying will do no Mining.

8. An L.T.O. must qualify in each period of service.

Requalifying L.T.O.

9. An Electrical course of 2-weeks' duration will be held in the Torpedo School.

R.N.V.R. Electrical Artificers.

10. A Candidate for Acting E.A., 4th class, must be over 21 and less than 29 years of age, and have five years' practical experience as Fitter and Turner or Instrument Maker (including apprentice time) and must have been employed on electrical work, in addition to satisfactory recommendations from his employer. Before entering any man as Acting E.A., 4th class, trade references on Form B. 201 must be obtained from employers, and candidates must undergo the usual examination in Arithmetic—vulgar and decimal fractions (simple fractions only), dictation and reading. Sixth standard as laid down in the directions for recruiting regular E.A.'s.

The questions on Form B. 219 should also be filled in by the candidate.

In the case of men who are recommended for entry as Acting E.A., 4th class, their entry Forms B.201 and B.219, together with their worked School papers, should be forwarded to the Captain of the Torpedo School for his concurrence before the man is entered.

11. Acting E.A.'s, 4th class, are to perform 14 days' training at sea during their first year of service. During this 14-day period they are to be given a practical workshop examination as Fitter and Turner or Instrument Maker

Digitized by Google

and are to satisfy the examining Officer (the Torpedo Lieutenant) that they have an adequate knowledge of Electrical Machinery to perform the duties of E.A., 4th class (Electrical). A Certificate to this effect, signed by the Torpedo Lieutenant and the Captain of the Ship, is it to be attached to the man's certificate. The man is then eligible to be confirmed E.A., 4th class, by the Officer Commanding his Headquarters. If the man is not considered worthy of this certificate, the Officer Commanding his Headquarters is to be informed by letter, from the Captain of the ship in which the sea training took place. Failing this Certificate, an Acting E.A., 4th class, is to lose his rating, but may be entered again as Acting E.A., 4th class, after one year from the date of completing his sea training. A second failure to be final. An intimate knowledge of service instruments and machinery will not be required. E.A.'s will, in addition, undergo a 14 days' course of workshop instruction on electrical repairs, care and maintenance, in a Torpedo School, once in every four years.

S.T.'s, L.T.O.'s, and E.A.'s Numbers.

12. The R.N.V.R. authorities will be responsible that the numbers of these ratings borne do not exceed the numbers allowed.

Drafting to Torpedo Schools for Courses.

13. Each type of course should consist of not less than six men.

Courses.

Qualifying S.T.—10 *days* (2 *weeks*) *per section.*

Section.	Length—Days.
High Power	10
Low Power	10
Searchlights	10
Mining and P.V.'s	10

65 per cent. required to pass in each section.

Requalifying S.T.—10 *days* (2 *weeks*).

Subject.	Length—Days.
Electrical	5
Mining and P.V.'s	4
Examination	1
Total	10

65 per cent. required to qualify.
50 per cent. required in each subject.

L.T.O.'s Qualifying.—22 *days* (4 *weeks*).

Subject.	Length—Days.
School	—
Electrical	10
High Power	—
Examination	1
Electrical	10
Low Power	—
Examination	1
Total	22

60 per cent. required to qualify in each subject, H.P. & L.P.
50 per cent. required in each practical examination.
70 per cent. required to qualify in School.
65 per cent. aggregate required to qualify.

Digitized by Google

L.T.O.'s Requalifying.—10 *days* (2 *weeks*).

Subject.	Length—Days.
Electrical, H.P.	4
Electrical, L.P.	5
Examination	1
Total	10

60 per cent. aggregate required to qualify.
50 per cent. required in each subject.

III.—*Signals.*

Peace Training (42 days' training in 4 years).

(*a*) 20 *drills at Headquarters.* Elementary practical signalling.

First 14 *days' training* in a fully commissioned ship at sea where they will have access to all Signal Books, but during which period they will be accustoming themselves to life in a ship, and will commence to study the Signal Books.

After the first 14 *days' training about one year elapses*—(During which period drills at Headquarters continue—

40 in first year,
24 in subsequent years,

for period of four years) when men will train at practical signalling, viz.:—

Semaphore, Flashing, Buzzer, V/S Procedure — also obtain a thorough knowledge of the International Code of Signals, Allied Signal Manual,* Principal Foreign Ensigns and Flags of all Nations and good knowledge of the whole of the V/S Instructions and Boats' Signal Book.

Second 14 *days' training* is carried out at a Signal School; it is during this period of training that the man has opportunity for instruction in the Signal Manual, Fleet Code and Coding Instructions, and the two weeks will be devoted to covering the base principles of these books.

Syllabus.

Signal Manual. *First Week.*

Plates I—VI inclusive.

Chapter I. Articles 2, 4, 5, 6, 7, 12, 20, 22, 23, 24, 26, 27, 28, 29, 31, 34, 35, 36, 37, 41, 44, 48, 54, 61, 62, 65, 66, 71, 72, 79, 94, 99, 101 (8—18), 106, 114 to 117 and 122.

Chapter	II.	Articles 138, 140, 141.
,,	III.	,, 147, 148, 149, 153, 159.
,,	VII.	,, 194, 199.
,,	IX.	,, 224, 225, 228 (para. 5), 229, 236.
,,	X.	All.
,,	XI.	Articles 256, 257 (general outline only), 258, 259, 260.
,,	XIV.	All.
,,	XV.	Articles 295—300 inclusive.
,,	XVIII.	All except Article 323.
,,	XIX.	General outline only.
,,	XX.	All.
,,	XXII.	Articles 366, 368, 373—377 inclusive.

* To be eventually superseded by the Convoy Appendix.

Digitized by Google

Second Week.

Fleet Code.
Coding Instructions.
V/S Instructions (résumé only).
Practical coding.
V/S material.
Examination.

Daily—Semaphore.
Flashing.
Buzzer.

Examination for Rating of Signalman.

——	Allotted.	Percentage to Pass.
Semaphore - - - - - -	100	94
Flashing - - - - - -	100	94·7
Buzzer - - - - - -	100	85
Oral (including material)* - - - -	100	80
Paper.—To consist of 15 questions, 10 on Naval Signalling and 5 on International Code and Allied Signal Manual † Ensigns.	150	80

Men who fail to pass this examination will be removed from the Signal Branch.

Third 14 *Days' Training.*—After a period of about one year.

Training in every branch of a Signalman's duties carried out in a fully commissioned ship at sea.

Voluntary Courses for Signal Ratings.

A course of four weeks consisting of:—

Semaphore - - - -
Flag waving - - - -
Flashing - - - - -
Buzzer - - - - -
} Exercised daily at standard rates.

First Week.

Signification of Signal Flags and Pendants.
Manœuvring Signal Instructions.
Definitions.
Manœuvring Signals, including Alter Course, Forming and Disposing Equal Speed and Stationing Signals.
Use of Distinguishing Signals.
Organisation of Fleet.
W/T Lecture (based on Signal Manual, Chapters IV., V., XII. and XIII.).

Second Week.

Procedure for Signalling by Flags, Flashing, Semaphore, Sound and Telephone, Procedure Signals.
Practical Signalling and Manœuvring.
W/T Lecture (based on Signal Manual, Chapters IV., V., XII. and XIII.).

Third Week.

Instruction in Signal Manual to complete the entire book.
W/T Lecture (based on Signal Manual, Chapters IV., V., XII. and XIII.).

* Heliograph will not be included.
† To be eventually superseded by the Convoy Appendix.

Digitized by Google

Fourth Week.

Instruction in V/S Instructions, and Coding Instructions.
Practical Coding.
Signal Material.
International Code.
Allied Signal Manual.*
Examination.

The four weeks voluntary course will be followed by examination for higher rating:—

Passing for	Leading Signalman, R.N.V.R.			Yeoman, R.N.V.R.		
	A.	B.	C.	A.	B.	C.
Semaphore - - - -	100	20	96	100	20	98
Flag waving - - - -	100	12	96	100	12	96
Flashing - - - - -	100	10	94·7	100	10	97·3
Buzzer - - - - -	100	Standard exercise.	85	100	Standard exercise.	90
Part I. - - - - -	100	—	85	100	—	90
Part II. - - - - -	100	—	85	100	—	90
Coding - - - - -	100	—	85	100	—	90
Oral - - - - - -	100	—	85	100	—	90

A = Number of marks allowed.
B = Rate of sending per minute.
C = Percentage of marks required to pass.

Composition of—

Part I.—About 12 questions on subjects contained in Naval Signal Books (except Coding Instructions, Boats' Signal Book).

Part II.—About 12 questions on International Code of Signals, Allied Signal Manual,* Principal Foreign Ensigns, Coding Instructions, Boats' Signal Book.

Oral.—Questions on Parts I and II.

Coding.—To code and decode practical examples from all codes.

War Training.

(*b*) In war, R.N.V.R. signal ratings will be required to reach the same standard as R.N. ratings.

IV.—*Wireless Telegraphy.*

(1) Ordinary Seamen allocated to the Telegraphist Branch will be rated Ordinary Telegraphist, and should commence elementary W/T training at once, *i.e.*, in sending and receiving the Morse code and in procedure. They should be loaned the Admiralty W/T Handbook for home study.

(2) *First Training Period* (14 days at sea).

Will spend as much time in a cabinet as possible in order to apply the knowledge of Morse to practical operating. At least two days' instruction are also to be given in coding, and an opportunity given of seeing and having explained all signal books.

Headquarter Drills.

(*a*) Procedure, including instruction in Allied W/T Instructions.

(*b*) Practical instruction in the transmitting sets and receiving gear supplied.

(*c*) Elementary theory of wireless, based on the Admiralty W/T Handbook.

Note.—Periods of naval training should not be separated by more than two years.

* To be eventually superseded by the Convoy Appendix.

Digitized by Google

On completion of the first year's service from entry, an Ordinary Telegraphist, provided he has passed a provisional examination in knowledge of the above subjects at the Headquarters School, and is otherwise recommended, will be advanced to Telegraphist.

(3) *Second Training Period* (at Signal School).

A two weeks' course at the Signal School, Portsmouth, consisting of Theory of Spark, Practical Instruction on Service Sets, Instruction in Coding, Résumé of Allied W/T procedure, and an examination.

Headquarter Drills as in (2).

(4) *Third Training Period* (14 days' seagoing).

To keep watch in a cabinet under a good operator, and finally, before leaving, to keep watch alone.

(5) Telegraphists who have completed the third period as above, and are recommended by the Commanding Officer of the ship in which that period was performed, will be noted as qualified in W/T subjects, provided they have passed the examination during the second training period at Signal School.

Men who fail to obtain this recommendation will be examined on completion of the next course at the Signal School, Portsmouth, and, if failed, will be considered unsuitable for the W/T Branch.

Men who are considered unsuitable at any time during the first three periods of training will be removed from the W/T Branch.

(6) *Voluntary four weeks' W/T Course.*

Open only to men who have qualified in W/T as above and have re-engaged for their second period of training.

A four weeks' course at Signal School, Portsmouth, consisting of Instruction in W/T Organisation and Procedure, and theoretical and technical instruction in W/T subjects generally, including recent developments.

The course will be followed by an examination, on passing which Telegraphists will be eligible for advancement to Leading Telegraphist.

(7) Courses for Petty Officer Telegraphist and higher rating will be promulgated later.

V.—*Anti-Submarine.*

(1) *Qualification in Branch.*

Candidates will be required to pass (at R.N.V.R. Headquarters) a test paper set and corrected by A/S School, on Volume 1, Torpedo Manual, Chapters 1 to 6 inclusive, 17, 19 and 23.

Successful candidates must also pass a medical and aural test at A/S School.

A candidate for A/S service must undertake a four weeks' course and become qualified in one of the two sections laid down for R.N.V.R. Lieutenants.

Syllabus as for R.N.V.R. Lieutenants, section 1 or 2.

Candidates will be passed or failed.

(2) Men will be requalified during their subsequent training.

(3) *Non-substantive Rating.*

Men who have qualified in one section as above and who have performed a subsequent period of training of not less than 14 days in a vessel attached to A/S Service, will be examined in the section only, and if passed will be given the rating of S.D., 2nd. class

To obtain the rating of S.D, 1st. class, men must pass the full examination laid down for R.N. ratings and must attain the the same standard of knowledge.

Digitized by Google

(4) *Voluntary Courses.*

The Captain of A/S School will decide in each individual case whether a man volunteering for an additional voluntary course of four weeks (allowable per annum) should qualify in a section not already qualified in, or should undergo a further course in his old section.

Voluntary courses of 14 days will be spent as further training in his old section.

VI.—*Mine Sweeping.*

Course to last 10 working days.
Sea Training to be carried out in Trawlers.

1*st Day.*

A.M. Lecture.—" A " Sweeping gear. Passing sweep. Sighting sweep, etc.

P.M. Visit Trawler.—Reeve Gear.

2*nd Day.*

A.M. and P.M. Sea.—Pass sweep, sight sweep. Vessels working in pairs.

3*rd Day.*

A.M. and P.M. Sea.—Pass sweep, sight sweep, etc., vessels working three or more abreast.

4*th Day.*

A.M. and P.M. Sea.—Clear an area using " A " Sweep. Dummy mines to be laid if possible. Dan-laying vessels or mark boats to be employed.

5*th Day.*

A.M. Lecture.—Bottom Sweep.
P.M. Visit Trawler.—Reeve gear.

6*th Day.*

A.M. and P.M. Sea.—Bottom sweep. Passing and sighting sweeps. Procedure when sweep parts.

7*th Day.*

A.M. Lecture.—Oropesa Sweep.
P.M. Visit Trawler.—Reeve gear.

8*th Day.*

A.M. and P.M. Sea.—Oropesa Sweep.

9*th Day.*

A.M. and P.M. Sea. Clear an area using Oropesa Sweep. Dummy mines to be laid if possible. Dan-laying vessels or mark boats to be employed.

10*th Day.*

A.M. Sea.—Practical demonstration of method of rigging and dropping a dan-buoy.

P.M. Lecture.—General revision.

VII.—*Accountant Duties.*

Writers.

Divisional Headquarters.

(1) Theoretical instruction in the subject matter set out in—

(*a*) Chapters XXXVIII., XXXIX., XL., XLI. XLII. and XLVIII., King's Regulations and Admiralty Instructions.

(*b*) Fleet Orders relating to Pay and Pay Accounts of the Naval Service. It is the duty of the Writer borne on the Permanent Staff of the Divisional Headquarters to impart the above instruction and to amplify it as far as possible by practical illustration.

Digitized by Google

(2) Typewriting.

Afloat.

Practical instruction in the Ships' Office in the subjects covered by (1) (*a*) and (*b*) above.

Victualling Ratings.

Divisional Headquarters.

Theoretical instruction in the subject matter set out in—

(*a*) Chapters XLIV., XLV., XLVI., and XLVII., King's Regulations and Admiralty Instructions.

(*b*) Fleet Orders relating to Victualling and Storekeeping, and the Accounts connected therewith in the Naval Service.

Practical Instruction in the subjects covered by (*a*) and (*b*) above.

VIII.—*Coastal Motor Boats.*

Course lasts 4 weeks.

Workshops	1 week
Running in boats	3 weeks
Total	4 weeks

In the case of ratings who are available for periods of less than four weeks (*i.e.* 14 or 21 days), the time spent in the boats should be reduced to one or two weeks respectively.

APPENDIX D.

The regulation kit for each member of the Royal Naval Volunteer Reserve is to consist of:—

Chief Petty Officers, Petty Officers who have completed 4 years' mobilised service as such, and men not dressed as Seamen.

1 pair of blue cloth trousers.
1 long jacket, double-breasted, cloth.
1 cloth waistcoat.
1 blue jersey.
†2 flannels.
1 cap and badge.
2 cap covers (white).
1 pair of braces.
1 black silk necktie.
1 pair boots.
1 bag, seaman's.
Blue serge working dress: 1 long jacket, single-breasted, serge; 1 serge waistcoat; 1 pair serge trousers.
White working dress.*: 2 long jackets, single-breasted, duck; 2 pairs trousers, duck.
1 pair of flax leggings.
Distinguishing badges for jackets.

Men dressed as Seamen.

1 pair blue serge trousers. } No. 1
1 blue serge jumper. } Dress.
1 blue jersey.
2 blue jean collars.
2 flannels.
1 cap and 2 cap ribbons.
2 cap covers (white) or 1 duck cap.
1 knife and lanyard.
1 black silk handkerchief.
1 pair boots.
1 bag, seaman's.
1 blue serge jumper. } Blue serge working dress.
1 pair blue serge trousers. } Blue serge working dress.
2 duck jumpers. } White working dress.*
2 pairs trousers, duck. } White working dress.*
1 pair of flax leggings.
Distinguishing badges for jumpers.

* A blue jean working suit may be issued on loan in H.M. Ships and Training Establishments to all Engine Room and Artisan ratings while under training.

† Men not dressed as Seamen have the option of taking up two white shirts and three white collars in lieu of two flannels allowed.

Digitized by Google

(2) The following articles will be lent to each rating when embarked from the stocks kept in H.M. Ships:—

1 hammock, with clews and lanyards.
1 bed.
1 blanket.
1 bedcover.
1 oilskin suit (to be issued on loan, if and when necessary, from the stocks kept in H.M. Ships for issue on loan to men on exposed duties, &c.).

(3) *Uniform for Bandmaster.*

1 blue serge suit with gilt crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼-inch red piping in the outside seams.
1 peak cap.
1 cap badge, gold, pattern 48.
2 cap covers.
1 pair web leggings.
1 pair half boots.
Distinguishing badge on each side of collar—a gilt harp on right forearm. A badge composed of a harp and laurel leaves.

Uniform for Assistant Bandmaster, Band Corporal, and Musicians.

1 blue serge tunic with brass crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼-inch red piping in the outside seams.
1 peak cap.
1 cap badge, red, pattern 52.
2 cap covers.
1 pair web leggings.
1 pair half boots.
Distinguishing badge on each side of collar—a gilt harp and as laid down in Article 48.

(4) On mobilisation, R.N.V.R. ratings will be given a gratuity towards enabling them to supplement their kit as necessary for War Service (*see* Art. 364). Bedding consisting of:—

1 bed,
1 blanket,
2 bed covers,
2 hammocks,
2 sets, clews and lanyards,
1 lashing,

will be supplied on loan from Government stocks, either on board H.M. Ships or at the R.N. Barracks.

Digitized by Google

APPENDIX E.

RETURNS, &C. TO BE RENDERED.

All Returns for the Admiral Commanding are to be forwarded through the R.N.V.R. Committee.

Form.	Authority.	Description.	When due.	By whom to be rendered.	To whom.
MONTHLY.					
R.N.V. 13	Art. 436	Return of Strength	1st of month	Commanding Officer of Division (in duplicate.)	Admiral Commanding.
R.N.V. 5	Art. 69	Officer Instructor's Diary	,, ,,	Officer Instructor (through Commanding Officer of Division.)	,, ,,
R.N.V. 5a	Art. 79 (3)	C.P.O. Instructor's Diary	,, ,,	C.P.O. Instructor	Officer Instructor.
R.N.V. 03	Art. 104. Mob. Instrs.	Confidential	,, ,,	Officer Instructor	Admiral Commanding.
S. 29	330	Cash Account	Within 10 days of end of month.	Accountant Officer (through Commanding Officer).	Accountant General of the Navy.
QUARTERLY.					
S. 83, Part II.	Art. 424	Clothing account	Within 30 days of end of quarter.	Accountant Officer (through Commanding Officer) of Division.	Admiral Commanding.
HALF-YEARLY.					
S. 282	—	Candidates for examination for Petty Officer and higher ratings in all branches.	1st April and 1st October.	Commanding Officer of Division.	Admiral Commanding.

Digitized by Google

ANNUAL.					
R.N.V. 2 -	Art. 312	Claim for Bounties - - - - -	1st January - -	Commanding Officer of Division.	Admiral Commanding.
M.S	—	State of Batteries, Drill Halls and Buildings.	„ „ - -	„ „ „	„ „
M.S.	—	Report on Recruiting for the year ending previous 31st March.	1st May - - -	„ „ „	„ „
M.S.	—	Recommendations for alteration of Establishment of training equipment in all branches.	1st August - -	„ „ „	„ „
S. 289 -	Art. 228	Report of Rifle Practice - - - - -	31st December -	Commanding Officer of Division.	„ „
S. 290 -					
C. 147 -	Art. 415	Report by Officer Instructor of Examination of Gun Mountings, &c.	On completion of examination.	Commanding Officers of Divisions and Outlying Sub-Divisions.	„ „
S. 100 -	Art. 424	Mess Trap Account - - - -	At end of year or on change of Accountant Officer.	Accountant Officer (through Commanding Officer) of Division.	„ „
S. 83, Pt. III.	„	Implement Account - - - -			
R.N.V. 21 -	Art. 405	Naval Store Account - - - - -	At end of year or on change of Accounting Officer.	Officer Instructor - -	Coast Guard Area Accountant Officer.
OCCASIONAL.					
R.N.V. 16 -	Art. 258	List of R.N.V.R. Ranks and ratings for training.	—	Commanding Officer of Division.	Admiral Commanding.
R.N.V. 17	264	Report on R.N.V.R. ranks and ratings	On completion of training.	Commanding Officer of Ship.	„ „
S. 206	Art. 434				
R.N.V. 11 -	Art. 51 I. (8)	Application for Volunteer Decoration (Officers).	—	Commanding Officer of Division.	„ „
R.N.V. 12 -	Art. 51 II. (11).	Application for Volunteer L.S. and G.C. Medal (Men).	—	„ „ „	„ „
S. 1418 -	Art. 417	Naval Armament Store Inventory Account	On 31st December 1923, 1925, &c.	Officer Instructor - -	Director of Armament Supply (Admiralty).
S. 1423 -	„	Naval Armament Store Account - -			

Digitized by Google

APPENDIX F.

List of Postal and Registered Telegraphic Addresses.

Division or Outlying Sub-Division, &c.	Postal Address.	Registered Telegraphic Address.
Admiral Commanding.	Admiralty, 58, Victoria Street, London, S.W.1.	Coastguard, Sowest, London.
R.N.V.R. Committee.	58, Victoria Street, London, S.W.1.	Advolcom, Sowest, London.
London	H.M.S. "President," Victoria Embankment, London, E.C.4.	Navalteer, Fleet, London.
Scottish	Whitefield Road, Govan, Glasgow	Navalteer, Glasgow.
Edinburgh	R.N.V.R. Drill Ship "Claverhouse," Leith.	——
Greenock	- - - - - - - -	——
Dundee	R.N.V.R. Drill Ship "Unicorn," Dundee.	Navalteer, Dundee.
Bristol	37, Jamaica Street, Stokes Croft, Bristol.	Navalteer, Bristol.
Mersey	R.N.V.R. Drill Ship, "Eaglet," Liverpool.	Navalteer, Liverpool.
Manchester	- - - - - - - -	——
Sussex:		
Brighton and Hove.	5, Victoria Terrace, Hove	Navalteer, Hove.
Eastbourne	R.N.V.R. Drill Hall, Eastbourne	Navalteer, Eastbourne.
Newhaven	R.N.V.R. Drill Hall, Newhaven, Sussex.	Navalteer, Newhaven, Sussex.
Hastings	R.N.V.R. Drill Hall, St. Leonards-on-Sea, Sussex.	Navalteer, St. Leonards-on-Sea, Sussex.
Tyne	R.N.V.R. Drill Ship, "Helicon," Elswick, Newcastle-on-Tyne.	Navalteer, Newcastle-on-Tyne.

Note.—Any alterations that may be required from time to time in the above Address List are to be reported to the Admiral Commanding by the Commanding Officer of the Division concerned.

APPENDIX G.

List of Books and Documents to be produced at the Annual Inspection of the R.N.V.R. Divisions and Outlying Sub-Divisions—to be ready in a convenient place for examination by the Inspecting Officer.

Sub-Division Record Books.
Officer Instructor's Diary (Headquarters only).
Store Accounts.
Guard Books of Temporary Memoranda, issued by the Admiral Commanding and R.N.V.R. Committee.
R.N.V.R. Regulations and Addenda.
List of all Confidential and Signal Books on charge (if any) with a Certificate noted thereon by the Commanding Officer that such books have been mustered, are correct, and in safe custody.
Books of Reference Account.
Service Certificates of Petty Officers and Men.
Accounts of Public Funds.
Canteen Rules and Account (where a canteen has been authorised).

Digitized by Google

APPENDIX H.

List of Printed R.N.V. Forms.

R.N.V. No.	
1	Application for Enrolment.
2	Claim for Bounties.
5	Diary of Officer Instructor.
5A	„ C.P.O. „
10	Certificate of Service.
11	Application for R.N.V.R. Decoration (Officers).
12	Application for R.N.V.R. Long Service and Good Conduct Medal (Men).
13	Monthly Return of Strength of R.N.V.R.
16	List of R.N.V.R. ranks and ratings embarking for training.
17	Report on R.N.V.R. ranks and ratings on Completion of Training Afloat.
18	Public Account Book.
19	Sub-Division Record of Services.
20	Demand to Replenish—Consumable Stores.
21	Abstract Statement of Naval Stores, including Inventory Stores.
25	Application and Declaration of Medical Officers.
27	„ „ „ Dental „
03	Appropriation on Mobilisation.

Note.—Demands for these Forms, as required, should be transmitted, on Form S 134D, to the Superintendent, Royal Naval Store Depôt, West India Docks, London, E.14, except R.N.V. 25 and 27, which should be demanded from the R.N.V.R. Committee.

APPENDIX I.

Rules for Canteens.

In order that all Canteens, R.N.V.R., should be conducted on similar lines, the following orders are to be embodied in all R.N.V.R. Canteen Rules.

Attention is called to the fact that in each case the institution of a R.N.V.R. Canteen is subject to the written approval and authority of the Admiral Commanding :—

1. Membership is to be restricted to Officers, Honorary Officers, Petty Officers and men of the R.N.V.R.

2. No person other than members of the Canteen shall be allowed to purchase anything from the Canteen, but members may introduce visitors. No visitor shall pay for any drink, meal, or other refreshment in the Canteen, nor remain in the Canteen buildings in the absence of the member who introduced him, nor be on the premises at any hour when licensed houses are by law closed to the public (except on occasions when sanctioned by the Committee subject to the approval of the Commanding Officer of the Division).

3. No quarrelling, gambling, drunkenness, bad language or other misconduct is permitted.

Digitized by Google

4. No intoxicating liquors shall be supplied for consumption off the premises.

5. There is to be at all times a manager or sub-manager on duty in the Canteen, and to him shall be committed the exercise of the following powers, and the performance of the following duties :—

(i) To exercise control over the playing of all games.

(ii) To exclude from the Canteen premises for the remainder of the evening any member infringing any byelaw or rule.

(iii) To decide all disputes which require immediate settlement, and to be responsible for the due observance of the rules and the maintenance of order on the premises.

(iv) To report to the President of the Canteen Committee all disputes and his decision thereon, if any, and all breaches of rules and byelaws.

6. The Canteen Committee shall be constituted as follows :—

(1) At Headquarters.—The President, who is to be a Commissioned Officer, is to be appointed by the Commanding Officer of the Division, and there shall also be appointed by the Commanding Officer of the Division at least four other members, Petty Officers and men being eligible, each Company at headquarters being represented by at least one member.

(2) At outlying sub-Divisions.—The President is to be the Senior Lieutenant-Commander of the sub-Divisions *ex officio*, and there shall be at least four other members appointed by the Commanding Officer of the senior sub-Division from the sub-Division or sub-Divisions at the place where the outlying establishment is situated, each sub-Division being represented.

Such Committees are responsible to the Commanding Officer for the management and conduct of the Canteen and for enforcing the due observance of the Canteen rules and regulations. All action of the Committee must be subject to the approval of the Commanding Officer of the Division.

7. All contracts for the supply of articles to the Canteen shall be approved by the Canteen Committee, who shall fix the retail prices as low as they may deem expedient and possible. The price list so fixed shall be posted in a conspicuous place in the Canteen or Mess Deck.

8. The Canteen Accounts shall be audited and stock taken, at any time thought necessary by the Commanding Officer, and at least once every year, three Officers being detailed for this work by the Commanding Officer, unless a firm of Chartered Accountants is engaged. The statements of accounts shall be posted after each audit in the Canteen or Mess Deck.

9. Canteen rules and regulations are to be posted in some conspicuous place in each Canteen or Mess Deck.

Digitized by Google

APPENDIX J.

STANDARD FOR MEDICAL EXAMINATION OF R.N.V.R. RECRUITS.

The following standard for the medical examination of R.N.V.R. recruits has been laid down:—

(1) *Vision.*

Same for all ages.
Normal colour vision.
Absence of squint or deformity.
Best eye 6/9ths, other 6/18ths.
Glasses to be allowed in special ratings other than Signal, when preliminary training is finished.

(2) *Hearing.*

To hear ordinary conversation with either ear.
In all other respects the Admiralty Regulations are to be followed, provided that a certain latitude be allowed in the case of especially desirable candidates or those engaged in trades especially required in the Force.

(3) *Teeth.*

No specified number required, but a sufficiency of opposing incisors and molars on both sides.

(4) *Height and Chest.*

Under 20 years:—Height 5 ft. 1 in. Chest 32.
Over 20 years:—Height 5 ft. 2 in. Chest 33.
Every additional 2 inches of height to require one additional inch in chest measurement.

(5) *Varicocele and Varicose Veins.*

Not to cause rejection unless very marked.

Note.—The same standards are to apply to Executive Officers, except that in their case vision should be:—
Best eye 6/6ths, other 6/12ths.

Digitized by Google

APPENDIX K.

TABLE OF RELATIVE RANKS.

Military Branch.	Medical Branch.	Accountant Branch.	Accountant Branch.	Instructor Branch.	Artisan Branch.	Army Ranks.
Commodores - - -	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	Colonels Commandant, Colonels on the Staff.
Captains of 3 years' seniority. Engineer Captains of 3 years' seniority in that rank.	§Surgeon Captains.	Secretaries to Admirals of the Fleet according to service in that rank.	§Paymaster Captains.	§Instructor Captains.	- - - - -	Colonels
Captains *under* 3 years' seniority. Engineer Captains under 3 years' seniority in that rank	- - - - -	Secretaries to Commanders-in-Chief of 5 yrs.' service in that rank.	- - - - -	- - - - -	- - - - -	‡Lieutenant-Colonels.
Commanders and Engineer Commanders.	Surgeon Commanders.	Secretaries to Commanders-in-Chief under 5 yrs.' service in that rank.	Paymaster Commanders.	Instructor Commanders.	- - - - -	‡‡Lieutenant - Colonels but junior of that rank.
Lieutenant - Commanders and Engineer Lieutenant-Commanders.	Surgeon Lieutenant-Commanders and Surgeon Lieutenant-Commanders (D).	Other Secretaries to Flag Officers, to Commodores, 1st Class, and to Captains of the Fleet.	Paymaster Lieutenant-Commanders.	Instructor Lieutenant-Commanders.	Shipwright Lieutenant - Commanders.	‡Majors.

Digitized by Google

Lieutenants, Signal Lieutenants, Telegraphist Lieutenants, Lieutenants-at-Arms, Skipper Lieutenants, and Engineer Lieutenants.	Surgeon Lieutenants, Surgeon Lieutenants (D), and Wardmaster Lieutenants.	Secretaries to Commodores, 2nd Class.	Paymaster Lieutenants.	Instructor Lieutenants and Head Schoolmasters.	Shipwright Lieutenants, Ordnance Lieutenants and Electrical Lieutenants.	‡Captains.
Sub-Lieutenants - -	Surgeon Sub-Lieutenants.	- - - -	Paymaster Sub-Lieutenants.	- - - -	- - -	‡Lieutenants.
*Commissioned Gunners, Commissioned Boatswains, Commissioned Signal Boatswains, Commissioned Telegraphists, Commissioned Masters at Arms, Commissioned Engineers, Commissioned Mechanicians, and Chief Skippers.	Commissioned Wardmasters.	- - - -	Commissioned Writers, Commissioned Victualling Officers Commissioned Instructors in Cookery.	Schoolmasters (of Commissioned rank).	Commissioned Shipwrights, Commissioned Electricians, and Commissioned Ordnance Officers.	Second Lieutenants.
†Gunners, Boatswains, Signal Boatswains, Warrant Telegraphists, Warrant Masters at Arms, Warrant Engineers, Warrant Mechanicians, and Skippers.	Warrant Wardmasters.	- - - -	Warrant Writers, Warrant Victualling Officers, and Warrant Instructors in Cookery.	Schoolmasters (of Warrant rank).	Warrant Shipwrights, Warrant Electricians and Warrant Ordnance Officers.	1st Class Staff Sergeant Majors, Army Service Corps; Conductors, Army Ordnance Corps, Master Gunners, 1st Class; 1st Class Staff Sergeant Majors, Army Pay Corps; Army Schoolmasters; but senior to the above ranks.

Digitized by Google

APPENDIX K.—*continued.*

Military Branch.	Medical Branch.	Accountant Branch.	Accountant Branch.	Instructor Branch.	Artisan Branch.	Army Ranks.
Midshipmen - - -	- - - - -	- - - - -	Paymaster Midshipmen.	- - - - -	- - - - -	1st Class Staff Sergeant Majors, Army Service Corps; Conductors, Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant Majors, Army Pay Corps; Army Schoolmasters; but junior to the above ranks.

§ Officers promoted to the ranks of Surgeon Captain, Paymaster Captain, or Instructor Captain after the 19th July, 1919, to rank with Captains on promotion.
* Chief Royal Marine Gunners rank with Naval Commissioned Warrant Officers. † Royal Marine Gunners and Warrant Officers, Class I., rank with Naval Warrant Officers. ‡ Officers of the Royal Marines take relative rank as follows when embarked:—

MARINE.	NAVAL.	MARINE.	NAVAL.
Lieutenant, under 4 years from date of entry - - - - - - - -	Sub-Lieutenant.	Lieutenant - - } on completing 12 years Captain - - } from date of entry - -	Lieutenant-Commander.
Lieutenant, on completing 4 years from date of entry - - - - - -	Lieutenant.	Major - - - - - - - -	Commander.
*Captain, under 12 years from date of entry - - - - - - - -		Lieutenant-Colonel - - - -	Captain under 3 years' seniority.

* Captains, R.M., entered prior to 1st January, 1912, to rank with Lieutenant-Commanders, R.N., when embarked, irrespective of length of service in that rank.

Digitized by Google

APPENDIX L.

Educational Test—Part I.

(To be held at the discretion of the Commanding Officer.)

The examination will consist of the following papers:—

Paper I. Arithmetic.—A simple paper on the first four rules in Arithmetic, simple and compound, with vulgar and decimal fractions (no questions to involve a knowledge of special weights and measures), calculating the average points obtained at practices, making out mess bills, &c. Time allowed, 2½ hours.

Paper II. Writing an ordinary passage of English to Dictation.

A Candidate will be entitled to receive an Educational Certificate, Part I., if he obtains not less than 75 per cent. of the maximum marks in each subject.

Candidates will be duly informed of the results of the examination and the marks they have obtained.

2. The examination will be held four times annually, viz., on the first Tuesday in March, June, September and December; Paper I. being taken in the forenoon and Paper II. in the afternoon. The examination in each paper is on no account to be held before the date and time stated above.

3. The examination may be held in any of H.M. Ships and Establishments. Papers will be sent out from the Admiralty. Commanders-in-Chief, Senior Naval Officers or Commanding Officers are to send a notification to the Admiralty as to how many sets of papers will be required, such notification to arrive at the Admiralty in time for the papers to be despatched so as to reach their destination before the date fixed for the next examination. The number of packets into which the papers should be made up (having regard to the fact that there may be a number of examination centres for each squadron) and also the number of sets to be put in each packet should be stated.

4. The worked papers are to be sent to the Secretary of the Admiralty marked on the cover "Worked Examination Papers." They are to be accompanied by (*a*) a Schedule stating the name of each candidate, his ship and/or examination centre, rating, official number, where he is serving; (*b*) a certificate signed by the Commanding Officer, certifying the date and hour at which the examination in each paper was held, and that the examination was carried out in a proper manner.

Forms for the Schedule and Certificate and a copy of "General directions for the guidance of Officers responsible for conducting the Examinations" will be sent out with the examination papers.

5. No candidate will be admitted to the examination who has not previously been recommended by his Commanding Officer as likely to qualify. For this purpose Commanding Officers should arrange for such preliminary tests as they may consider desirable.

6. The fact that a man possesses an Educational Certificate, Part I., is to be noted on his Certificate (R.N.V. 10) and against his name in the "Remarks" column of the ship's ledger. A man's Educational Certificate, Part I., will be kept with his Certificate (R.N.V. 10).

7. In addition to the professional qualifications required for advancement to P.O. rating or grant of progressive pay, men rated Leading Seaman or Leading Signalman before the introduction of the Educational Test, Part I., must possess the Educational Certificate, Part I., or have passed the Educational Test, Part I., as a condition of advancement to Petty Officer or Yeoman of Signals, and for grant of progressive pay in leading rating. Old system ratings of Leading Signalman or Leading Seaman or above must pass the Educational Test, Part I., before they can be transferred to the corresponding new system ratings.

Digitized by Google

8. Ratings advanced to Leading Seamen or Leading Signalmen before the introduction of the Educational Test, Part I., and subsequently disrated, are not to be regarded as eligible for restoration to the leading rate until they have passed the Educational Test, Part I.

APPENDIX M.

OFFICERS.

I.—*Full Pay and Allowances.*

(Subject to revision on or after the 1st July 1924.)

Mobilised Service only will count for Increase of Pay.

TABLES OF FULL PAY.

1. *Executive Branch.*

Rank.	Per day. £	s.	d.
Midshipman		5	0
Acting Sub-Lieutenant		10	0
Sub-Lieutenant		10	0
Lieutenant, on promotion		17	0
,, after 4 years' mobilised service	1	0	0
,, ,, 6 ,, ,, ,,	1	4	0
Lieutenant-Commander, on promotion	1	10	0
,, ,, after 3 years' mobilised service	1	12	0
,, ,, ,, 6 ,, ,, ,,	1	14	0
Commander, on promotion	2	0	0
,, after 3 years' mobilised service	2	4	0
,, ,, 6 ,, ,, ,,	2	8	0
,, ,, 9 ,, ,, ,,	2	12	0
Captain, on promotion	3	0	0
,, after 3 years' mobilised service	3	5	0
,, ,, 6 ,, ,, ,,	3	10	0
,, ,, 9 ,, ,, ,,	3	15	0

2. *Engineer Branch.*

Engineer Sub-Lieutenant		13	0
,, Lieutenant, on promotion	1	0	0
,, ,, after 4 years' mobilised service	1	3	0
,, ,, ,, 6 ,, ,, ,,	1	7	0
Engineer Lieutenant-Commander, on promotion	1	14	0
,, ,, ,, after 3 years' mobilised service	1	16	0
,, ,, ,, ,, 6 ,, ,, ,,	1	18	0
Engineer Commander, on promotion	2	5	0

3. *Accountant Branch.*

Paymaster Sub-Lieutenant		10	0
,, Lieutenant, on promotion		17	0
,, ,, after 4 years' mobilised service	1	0	0
,, ,, ,, 6 ,, ,, ,,	1	4	0
Paymaster Lieutenant-Commander, on promotion	1	10	0
,, ,, ,, after 3 years' mobilised service	1	12	0
,, ,, ,, ,, 6 ,, ,, ,,	1	14	0
Paymaster Commander, on promotion	2	0	0

Digitized by Google

4. *Medical Branch.*

Rank.	Per Day. £	*s.*	*d.*
Surgeon Sub-Lieutenant	0	10	0
Surgeon Lieutenant, on entry	1	4	0
,, ,, after 3 years' mobilised service	1	9	0
Surgeon Lieutenant-Commander, on promotion	1	15	0
,, ,, ,, after 3 years' mobilised service	1	17	0
Surgeon Commander, on promotion	2	5	0
,, ,, after 3 years' mobilised service	2	9	0
,, ,, ,, 6 ,, ,, ,,	2	13	0
,, ,, ,, 9 ,, ,, ,,	2	17	0
Surgeon Captain, on promotion	3	5	0

Dental Surgeons.

Surgeon Lieutenant (D), on entry	1	2	0
,, ,, after 3 years' mobilised service	1	7	0
Surgeon Lieutenant-Commander (D), on promotion	1	12	0

(A Dental Officer who is also qualified medically, and is appointed for medical duties in addition to his dental duties, will be paid at the rate laid down for a Medical Officer of corresponding rank when more advantageous.)

5. *Warrant Officers.*

Non-Mechanical Branch.

	£	*s.*	*d.*
On promotion	0	14	0
Commissioned Officer from Warrant Rank on promotion	0	19	0
Lieutenant, on promotion	1	7	0

Lodging and Provision Allowances.

The following rates are approved, but they will be periodically reviewed and due notice given if any change is contemplated.

	Yearly rates. £
Lodging Allowance.	
Captains	100
Commanders, Lieutenant-Commanders and Lieutenants	80
All other Officers	60

	Daily rates. *s.*
Captains	10
Commanders, Lieutenant-Commanders and Lieutenants	8
All other Officers	6

Provision Allowance.

	£.	*s.*	*d.*
Yearly rate	56	10	0
Daily rate		3	6

The deduction from Subsistence Allowance under Article 1517, Clause 3, of the King's Regulations, to be at 3*s.* 6*d.* a day.

Payment of Lodging and Provision Allowances will be made at the first instance at the annual rate, but, in cases where the period of payment does not extend to one month, the difference between the daily and annual rates will then be credited.

Digitized by Google

II.—*Ratings.*

A.—Substantive.

Seaman Class.

Rank.	Per Day. s.	d.
Ordinary Seaman	2	9
Able Seaman	4	0
,, ,, after 3 years' mobilised man's time	4	3
,, ,, ,, 6 ,, ,, ,, ,,	4	6
Leading Seaman	5	3
,, ,, after 1 year's mobilised service as such if passed for P.O.	5	6
Petty Officer	7	0
,, ,, after 3 years' mobilised service	7	4
,, ,, ,, 6 ,, ,, ,,	7	8
Chief Petty Officer	8	6

Signal Branch.

Ordinary Signalman	2	9
Signalman	4	3
,, after 3 years' mobilised service	4	6
,, ,, 6 ,, ,, ,,	4	9
Leading Signalman	5	9
,, ,, after 1 year's mobilised service as such if passed for Yeoman of Signals	6	0
Yeoman of Signals	7	6
,, ,, ,, after 1 year's mobilised service as such if recommended by his Commanding Officer or after 3 years' mobilised service in any case	7	10
,, ,, ,, after 3 years' from receiving the preceding rate	8	2
Chief Yeoman of Signals	9	0

Telegraphist Branch.

Ordinary Telegraphist	2	9
Telegraphist	4	3
,, after 3 years' mobilised man's time	4	6
,, ,, 6 ,, ,, ,, ,,	4	9
Leading Telegraphist	5	9
,, ,, after 1 year's mobilised service if passed for P.O. Telegraphist or for higher standard	6	0
Petty Officer Telegraphist	7	6
,, ,, ,, after 1 year's mobilised service as such if recommended by his Commanding Officer, or after 3 years' mobilised service in any case	7	10
,, ,, ,, after 3 years' from receiving the preceding rate	8	2
Chief Petty Officer Telegraphist	9	0

Artificer Branch.

(*Engine Room, Electrical and Ordnance Artificers.*)

Acting, 4th class	9	6
4th Class	9	6
3rd Class	10	0
2nd Class	10	6
1st Class	11	0

Digitized by Google

Motor Mechanics.

Rank.	Per Day. s.	d.
Motor Mechanic	7	10
,, ,, after 2 years' mobilised service	8	2
Acting Chief Motor Mechanic, 4th Class	9	6
Chief Motor Mechanic, 4th Class	9	6
,, ,, ,, 3rd Class	10	0
,, ,, ,, 2nd Class	10	6
,, ,, ,, 1st Class	11	0

ARTISAN BRANCH.

Shipwrights.

4th Class	9	6
3rd Class	10	0
2nd Class	10	6
1st Class	11	0

Blacksmiths.

4th Class	7	8
3rd Class	8	0
2nd Class	8	4
1st Class	8	8
,, after 3 years' mobilised service as such	9	0

Plumbers, Painters, Joiners, Coopers.

4th Class	7	5
3rd Class	7	9
2nd Class	8	1
1st Class	8	5
,, after 3 years' mobilised service as such	8	9

MISCELLANEOUS BRANCH.

Writers.

3rd Writer	4	6
2nd Writer	6	0
1st Writer	7	9
,, after 3 years' mobilised service as such	8	1

Victualling Staff.

Victualling Assistant	4	6
Leading Victualling Assistant	6	0
Victualling Petty Officer	7	9
,, ,, ,, after 3 years' mobilised service as such	8	1

B. ALLOWANCES.

Good Conduct Badges (earned in respect of mobilised service)	0	3
Provision Allowance (if not victualled in kind)	2	8
Lodging Allowance (if not accommodated) Chief Petty Officers	2	0
,, ,, ,, ,, Other Ratings	1	6

Rates of Provision and Lodging Allowances are liable to revision from time to time.

Digitized by Google

APPENDIX N.

Rules of Procedure of the Royal Naval Volunteer Reserve Committee.

1. The Committee shall have a President, Chairman, Vice-Chairman and ordinary members, assisted by clerical staff as may be appointed with the the approval of the Admiralty.

2. The President shall be the Admiral Commanding Coastguard and Reserves for the time being.

3. The Chairman shall be the Commodore or senior Commanding Officer of the R.N.V.R for the time being.

4. The Vice-Chairman shall be elected by the members of the Committee.

5. At every meeting of the Committee the Chairman shall preside. If the Chairman is absent, the Vice-Chairman shall preside; providing always that the President, if attending at a meeting of the Committee, shall preside.

6. The quorum of the Committee shall be one-fourth of the whole number of the Committee.

7. Every question at a meeting of the Committee shall be decided by a majority of votes of the members present and voting on that question; and, in the case of equality of votes, the person presiding shall have a second or casting vote.

8. A Minute of the Proceedings of the Committee, and a record of every meeting held, shall be kept and signed at the same or next ensuing meeting, by the Chairman of that meeting; and the same shall be received in evidence without further proof that the said meeting has been duly convened and held, and that all members attending were properly qualified and had power to deal with the matter referred to in the Minutes.

9. All correspondence or communication with the Board or Departments of Admiralty, the Fleet, Naval Training Centres or Depôts, shall pass through the Admiral Commanding.

10. Subject to the provisions of the Regulations of the Royal Naval Volunteer Reserve, the Committee shall regulate their own procedure entirely and all matters affecting the R.N.V.R. shall be referred to them.

Digitized by Google

INDEX.

A

ARTICLE

Ability and character, Ratings, Assessment of - - - 428
Accommodation for Officers and men embarked - - - 260
,, ,, ,, under training - - - 243
Account at Bank. Interest on, to be brought to credit - - 325
,, Banking. Admiralty approval necessary for transfer of - 322
Accounts, Rendering of - - - - - - 311
Accountant Officer. Second senior of Division. Duties of - 339A (2)
,, ,, Senior of Division. Duties of - - - 339A
,, Officers (C). Compulsory retirement of - - - 201
,, ,, ,, Entry, Rules for - - - 115
,, ,, ,, Promotion, qualifications for - - 131
,, ,, ,, Training, obligatory - - - 143
,, ,, Compulsory retirement of - - - 200
,, ,, Entry, Rules for - - - - - 114
,, ,, Promotion, qualifications for - - - 130
,, ,, Training, obligatory - - - - 142
Accounts and statement of expenditure to be kept by Paymaster - 310
,, Cash - - - - - - - - - 310
,, Inspection of - - - - - - - 336
,, Ledger, to be kept separate from R.N. ranks and ratings - 366
,, Naval Armament Store - - - - - 417
,, Public, vouchers relating to - - - 329, 330
,, Rendering of - - - - - - 329
,, Store - - - - - - 404 & 405
,, Store. Officers responsible for - - - 390
Accoutrements and Arms. Demands for replacement of - - 419
Acting appointments during Officer's leave - - - - 292
,, Engine Room, Ordnance and Electrical Artificers, obligatory training - - - - - - - 250 (2)
,, Officer Instructor, R.N.V.R. Officer as - - - - 72
Action in case of non-payment of fines - - - - 285
Active Service. Bounty to Ratings called out for - - - 371
,, ,, Ratings. Leave and sick leave - - 294 (2)
Additional voluntary courses for men - - - - - 253
Addresses of Officers on leave - - - - - 291 (3)
,, ,, Ratings. List to be kept - - - - 157
,, ,, ,, Notification of change - - 157 (2)
,, Postal and Telegraphic, of Divisons and outlying Sub-Divisions - - - - - - Appendix F.
Administrative areas in United Kingdom - - - - 8
Admiral Commanding Coastguard and Reserves, Royal Naval Volunteer Reserve under orders and control of 2
,, ,, Approval for leave abroad to be obtained from 290 (4)
,, ,, Proposals for lease or purchase of land or buildings to be forwarded to - - - 340
Admiralty approval necessary for change of Bank - - - 322
,, expenditure on Ships and establishments - - - 300
Affiliation and Training of Boys' Corps. Regulations for - 14 & 165
Afloat or ashore. R.N.V.R. liable to serve either, when called out for service - - - - - - 254
,, Service during war. Drills for men with - - - 222

Digitized by Google

	ARTICLE
Age for commencement of Naval Training. (Ratings) -	250 (4)
„ „ enrolment in Boys' Corps - - - -	165 (4)
Aggrieved Rank or Rating. Appeal by - - -	275
Allocation to Special Branches. Qualification of men for -	166
Allotments of Pay - - - - - - -	363 (3)
Allowance. Kit Upkeep of Permanent Staff - - -	62 (2)
„ „ „ to ratings when called out for War Service -	363 (2)
„ Marriage - - - - - - -	363 (3)
„ Uniform. Honorary Officers not entitled to - -	362
„ „ Officers' - - - - -	362
Allowances and Pay of Coastguard Signalmen while employed with R.N.V.R. - - - - -	91 (5)
„ and Pay of Officers and Ratings injured or taken ill during training. Form of application for - -	385
„ and Pay of Permanent Staff - - - -	368
„ and Pay of Petty Officer Instructors when embarked -	370
„ and Pay when called out for war service - -	360–364
„ to men injured on Drill - - - -	384
Ammunition. Custody and handling of - - -	411 & 412
„ for rifle practice. Supply of - - - -	229
„ Storehouses to be provided for - - - -	347
„ Surplus. Conveyance of - - - - -	412
Annual bounties for Ratings - - - -	303, 314
„ embarkation for training. Arrangements for - -	257
„ examination of Service certificates - - -	425 (8)
„ Income of Division. Expenditure not to exceed -	337 (3)
„ Inspection - - - - - - - -	35
„ „ Books and Documents to be produced at	Appendix G.
„ „ of Boats - - - - -	35 (2)
„ „ of Boys - - - - -	165 (12)
„ Payment of Public Grants - - - - -	314
„ Stocktaking of Stores - - - - -	405
„ training, Officers, application for - - - -	241
Anti-Gas apparatus. Training in - - - - -	255
Appeal by aggrieved Rank or Rating - - - - -	275
Application for exemption from training (Ratings) - - -	251
„ „ pay and allowances to Officers and Ratings injured or taken ill during training. Form of - -	385
„ „ Railway Warrant Books and Meal Order Forms -	378
Applications for annual or biennial training. (Officers) - -	241
„ „ appointment or promotion as Officers. Form of -	106
„ „ leave (Officers) - - - - -	291
„ „ leave to Officer Instructors - - - -	292
„ „ purchase or lease of land or buildings -	341 & 342
„ „ Royal Humane Society's Awards - - -	435
Appointment as Interpreter. (Officers) - - - -	118
„ of Auditor - - - - - - -	354
„ „ Coastguard Signalmen - - - -	91
„ „ Divisional Ordnance Artificers - - -	84
„ „ General Purposes Committee - - -	352
„ „ Officer Instructors - - - - -	64
„ „ „ „ Gunnery Course before -	66
„ „ Petty Officer Instructors to R.N.V.R. Divisions	56 & 75
„ „ R.N.V.R. Officers as acting Officer Instructors -	72
„ „ „ „ Procedure - - -	104
„ „ Signal and Wireless Telegraphist Instructors	75 & 90
„ on R.N.V.R. Committee of Captain R.N. - -	3 (4)
„ or promotion as Officers. Persons recommended for. Form of application - - - - -	106
„ Shipkeepers. Conditions of - - - -	97

Digitized by Google

ARTICLE

Appointments, acting, during Officers leave - - - - 292
„ Honorary, on R.N.V.R. Committee - - - 3 (5)
„ on Permanent Staff. Duration of - - - 55
Appropriation of Coastguard Signalmen on mobilisation - 91 (6)
Approval for leave abroad to be obtained from Admiral Commanding 291 (4)
Areas in United Kingdom. Administrative - - - - 8
Arms and accoutrements. Demands for replacement of - - 419
„ „ Ammunition. Storehouses for - - - - 347
„ „ Stores. Safe custody of - - - - - 393
„ Approval required for assembly under, except for Drills, &c. - 287
„ Destroyed, damaged or lost by neglect - - - - 414
„ Examination of, after exercise - - - - 230 (2)
„ „ Period for - - - - 410 (3)
„ Repairs, care and custody of - - - - - 410
„ Small. Issue of - - - - - - - 409
Army Officers. Not to assume command of R.N.V.R. - 29 & 289
Arrangements for annual embarkation for training - - - 257
„ „ despatch and travelling of Ratings embarking and disembarking - - - - - 265
„ „ duty to be carried out during leave and sick leave of Permanent Staff - - - - 60
„ „ men's subsistence when travelling - - 265 (2)
„ „ signal instruction for outlying Sub-Divisions - 92
Arrears of training. Officers - - - - - - 242
Artificer Ratings. Confirmation and promotion of - - - 182
„ „ Entry of. Rules and qualifications for - 161 & 164
Artificers, Divisional Ordnance. Appointment of - - - 84
„ „ „ Duties of - - - - 85
„ „ „ Families. Travelling expenses of - 379
„ „ „ Pension on completion of time 56 & 84 (3)
„ Electrical and Ordnance. Entry of. Rules and qualifications for - - - - - - - 164
„ Engine Room. Confirmation and promotion of - - 179
„ „ „ Entry of. Rules and qualifications for - 161
„ „ „ Ordnance and Electrical. Obligatory training for - - - - 250 (2)
Artisan Ratings. Confirmation and promotion of - - - 182
„ „ Entry of. Rules and qualifications for - - 164
Artists. Compulsory retirement of - - - - - 198
„ Entry of. Rules and qualifications for - - - 111
„ Obligatory training - - - - - - 140
Ashore and afloat, R.N.V.R. liable to serve either when called up for service - - - - - - - - 254
Assembly under Arms. Approval required for (except for Drills &c.) 287
Assessment of character and ability. (Ratings) - - - 428
Attendance at R.N.V.R. Committee Meetings of Commanding Officers of Divisions - - - - - - 3 (2)
„ at Headquarters for lectures &c. of Ratings on List 2 optional - - - - - - 223
„ at Political meetings by Officers and Ratings in uniform forbidden - - - - - - 276
Audit of General Purposes Funds - - - - - 354
Auditor. Appointment of - - - - - - 354
Authorised establishment of Divisions and Sub-Divisions - - 10
„ Ranks. All branches - - - - - 25
Authority for entry or discharge of Permanent Staff - - 55
„ „ holding Courts of Inquiry - - - - 273
„ of Commanding Officers, relative to property of Divisions - 346

Digitized by Google

ARTICLE

Authority to make rules for management of Private Property, Private Finance and Civil Affairs of Divisions - - - - 345
Awards. Royal Humane Society's. Application for - - - 435

B.

Badge. Bugle - - - - - - - 47 (3)
Badges for Band Ratings - - - - - - 48
„ for Motor Mechanics - - - - - 47 (4)
„ Good Conduct or non-substantive. Wearing of - - 47
„ Good Shooting - - - - - - - 47 (2)
Band Ratings, distinguishing badges for - - - - 48
„ „ Uniform for - - - - Appendix D.
Bands. Formation of - - - - - - - 21
Bandsmen enrolled, conditions of service - - - - 21
„ not eligible for bounty - - - - 21
„ Permission required for wearing uniform - - - 49
Bank. Change of. Admiralty approval necessary - - - 322
„ Contingent Fund and Special Grant to be paid into joint account of Commanding Officer and Finance Committee - 320
„ Books. Inspection - - - - - - 323
Banking account. Interest on, to be brought to credit - - 325
„ general - - - - - - 317–326
Berthing and messing arrangements for Officers and men embarked - 260
Biennial training, Officers, application for - - - - 241
Boats. Annual inspection of - - - - - 35 (2)
„ Supply and demands for - - - - 401
„ under sail, carrying capacity of - - - 231
Books to be produced at Annual Inspection - - - Appendix G.
Bounties. Annual scale for Ratings - - - - 303
„ Bandsmen not eligible for - - - - - 21
Bounty to Ratings called up for active service - - - 371
Boys. Annual inspection of - - - - - 165 (12)
„ Corps. Affiliation to R.N.V.R. - - - 14 & 165
„ „ Age for enrolment in - - - - 165 (4)
„ „ R.N.V.R. - - - - - 14 & 165
„ „ Strength of - - - - - 165 (1)
„ „ to be mentioned in Navy List - - 165 (13)
„ Direct enrolment in R.N.V.R. - - - - 165 (10)
„ Discharge of - - - - - - 165 (6)
„ Enrolment of. Parents' consent to be obtained - 165 (5)
„ Promotion of - - - - - - 165 (9)
„ Supervision and care of - - - - 165 (8)
„ Training of - - - - - - 165 (7)
„ Uniform - - - - - - 165 (11)
Branches of R.N.V.R. in which men may enrol - - - 150
Breakages and loss or deterioration of Mess Traps. Responsibility for 395
Bugle Badge - - - - - - - - 47 (3)
Buildings. Proposals for lease or purchase to be sent to Admiral Commanding through R.N.V.R. Committee - - - - 340

C.

"Called out" for service. R.N.V.R. liable to serve either ashore or afloat, when - - - - - - 254
„ „ for service. R.N.V.R. subject to Naval Discipline Act, when - - - - - - 254 (2)
Camp. Body of men desirous of visiting. Permission to be obtained when - - - - - - - - 288 (4)

Digitized by Google

	ARTICLE
Camp or Garrison. Rules of, applicable to R.N.V.R. when visiting	288 (3)
„ Visit to, by R.N.V.R. Report on arrival at	288
Canteens. Rules for	Appendix I.
Cap covers. Wearing of	41
Captain R.N. Appointment and duties on Committee	3 (4)
Care and supervision of Boys	165 (8)
Caretakers. Establishment of	98
Carrying capacity of boats under sail	231
Cartridge cases, leather for conveying surplus ammunition. Supply of	412
Cash, Custody of	316
„ Supply of	313
„ Accounts	310
Categories. Personnel of Division.—Lists 1 and 2	9 & 15
Central Committee, Constitution of	3
Certificate, Hurt, for officers and men injured on duty	382 (4)
„ Service. Annual examination of	425 (8)
„ „ Care and custody of	425
„ „ Disposal of, on discharge	427
„ „ Notations on	425 (5)
„ „ Permanent Staff, custody of	62 (4)
„ Trade. Rating of men in possession of	164 (2)
Certificates, Navigation and Seamanship. Examination for	135
Change of Bank. Admiralty approval necessary for	317
Chaplains. Entry, rules for	116
„ Compulsory retirement of	202
„ Eligible for Volunteer Officers' Decoration	51
Character and ability of Ratings, assessment of	428
Chemists. Compulsory retirement of	198
„ Entry, rules and qualifications for	111
„ Obligatory training of	140
Cheques and Passbooks. Retention of	326
„ Officers empowered to sign	320
Chief Motor Mechanics. Entry, rules and qualifications for	163
„ „ „ Promotion	180
Chief Petty Officers. Misconduct or incompetence, disrating for	284
Children of Officers and men killed or injured on duty, Compensation for	382
Civil Affairs of Division, management of. Authority to make rules for	345
„ „ of Division. Officer Instructors not to take part in	67
„ „ of Division. Honorary Officers not eligible for election on Committees	350 (4)
„ „ of Division. Petty Officer Instructors not to take part in	78
Civil Engineers. Compulsory retirement of	198
„ „ Entry, rules for	111
„ „ Obligatory training of	140
Claims for Public Grants. Forms required in support of	314
„ „ „ to be passed by Finance Committee	315
„ repayment of travelling expenses to Officer Instructors	376
Classification of men for service in Fleet or Patrol on completion of preliminary training	12 (3)
Clothing Account to be rendered quarterly	424
„ and pay to Permanent Staff. Issue of	62
„ Gratuity, War, Ratings	364
„ Issue of, to men embarked for training	263a
Coastguard Signalmen. Appointment to R.N.V.R.	91
„ „ Appropriation of, on mobilisation	91 (6)
„ „ attached to R.N.V.R. cease to be under orders of Divisional Coastguard Officer	91 (4)
„ „ Not to be considered part of Permanent Staff	91 (3)

Digitized by Google

ARTICLE

Coastguard Signalmen. Pay and allowances while employed with R.N.V.R. - - - - - - - - - 91 (5)
Command in R.N., R.N.R., and R.N.V.R, Relative rank, Precedence - 24
„ Naval. Qualifications required to obtain according to seniority - - - - - - - 134 (3)
„ Naval. Qualifications required by Officers recommended for - - - - - - - - 134
„ of, and employment in R.N.V.R. Petty Officer Instructors - - - - - - - - 78
„ of Division or Sub-Division - - - - - 9 (2)
„ of Land Forces on shore. R.N.V.R. Officers not to assume 29 & 289
„ of R.N.V.R. Army Officers not to assume - - 29 & 289
Commanding Officer. Attendance at R.N.V.R. Committee Meetings 3 (2)
„ „ authority, relative to property of Divisions - 346
„ „ Joint account at Bank with Finance Committee. Contingent Fund and Special Grants to be paid into - - - - 320
„ „ Official correspondence to be dealt with by Senior R.N.V.R. Officer during absence of 432 (6)
„ „ Property vested in - - - - 350
„ „ Record of consumable stores to be kept by 402 (5)
„ „ Responsibility for expenditure - 337, 339
Commencement of Naval training. Ratings age for - - 250 (4)
„ „ Pay to include date of arrival on board - 365 (2)
Commissions, Honorary - - - - - - 119
„ „ Uniform of Officers holding - - 119 (2)
„ Temporary - - - - - - 117
„ „ Pay of Officers holding - - 117 (2)
Committee. Central - - - - - - - 3
„ Civil Affairs of Division. Honorary Officers eligible for election on - - - - - 350 (4)
„ Civil Commotion or Riot. Duties in case of - - 290
„ Constitution of - - - - - - 3
„ Finance and General Purposes. Honorary Officers not eligible for election on - - - 350 (4)
„ Finance. Claims for Public Grants to be passed by - 315
„ „ Composition and duties of - - - 351
„ „ Functions of - - - - - 339
„ General Purposes. Appointment, Composition, and duties of - - - - - - 352
„ Honorary appointments on - - - - 3 (5)
„ R.N.V.R. - - - - - - - 3
„ Appointment of Captain R.N., and duties on - - 3 (4)
„ Meetings. Attendance at by Commanding Officers of Divisions - - - - - - 3 (2)
Committees. Convening of meetings - - - - 350 (2)
Communications on service matters by Ranks and Ratings. Regulations for - - - - - - - - - 280
Compensation for illness during training - - - 384 (2)
„ „ injuries caused during exercise or sports - 384 (6)
„ or pension for Officers and men killed or injured on duty - - - - - - - - 382
„ to Officers injured or taken ill at Drill - - - 383
Completion of preliminary training. Classification for service in Fleet or Patrol Service on - - - 12 (3)
„ of time for pension. Petty Officer Instructors' non-continuous service engagements - - - 56 (6)
Composition and duties of Finance Committee - - - 351
„ Duties and appointment of General Purposes Committee - - - - - - - - 352

Digitized by Google

	ARTICLE
Composition of Divisions	8 (2)
Compulsory retirement of Accountant Officers	200
„ „ „ „ (C)	201
„ „ Chaplains	202
„ „ Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c.	198
„ „ Engineer Officers	196 & 197
„ „ Executive Officers	196
„ „ Medical Officers	199
Conditions of appointment of Shipkeepers	97
„ service of enrolled Bandsmen	21
Confirmation and promotion of Artificer and Artisan Ratings	182
„ „ „ Engine Room Artificers	179
Constitution of "a Drill"	213
„ Central Committee	3
„ Royal Naval Volunteer Reserve	1
Consumable Stores. Record of expenditure to be kept by Commanding Officer	402 (5)
Contingent Fund	301
Continuance of pay, of Officers injured or taken ill on duty	386 & 387
„ „ Men „ „ „	388–388c
Corps, Boys', R.N.V.R.	14 & 165
Convening of Committee meetings	350 (2)
Correspondence and Returns. Official channels of	432
„ Official. Rules to be observed in	433
„ „ To be dealt with by Senior R.N.V.R. Officer of Division during absence of Commanding Officer	432 (6)
Course, Gunnery, for Officer Instructors before appointment	66
Courses. Uniform for Officers attending	42
„ Voluntary. Additional for men	253
Courts of Inquiry. Authority for holding	273
Covers, cap. Wearing of	41
Custody and care of Service certificates	425
„ „ handling of ammunition	411 & 412
„ Care, and repairs of Arms	410
„ of Arms and Stores	393
„ „ Medical History Sheets of Permanent Staff	62 (3)
„ „ Service certificates of Permanent Staff	62 (3)

D.

Damage and loss of Arms or Stores by neglect	414
Decoration, Volunteer Officers'	51
Decorations and Medals, Wearing of	50–51
Defects to Gun mountings	415 (2)
„ Minor, to Drill Ships and Establishments	398
Definition of Special Branch Officers	111
Demands and Supply of Boats	401
„ for Naval Armament Stores, procedure	397 & 418
„ „ replacement of small arms and accoutrements	419
„ „ Stores from Dockyards, Procedure as to	402 (2)
„ „ „ Naval and Armament, Procedure	397
„ „ „ required in excess of establishment	397 (3) & 420
Dental Officers. *See* Medical Officers.	
„ treatment and Medical attendance to Permanent Staff	61
Designers. Compulsory retirement of	198
„ Entry, rules for	111
„ Obligatory training of	140
Despatch of Ratings to be embarked, Arrangements for	265
Deterioration of mess traps due to carelessness, Responsibility for	395

Digitized by Google

ARTICLE

Diary of Drills and Exercises to be kept by Officer Instructors - 69
Discharge and resignation of men. General rules for - 186, 187 & 191
„ „ „ Officers, rules for - - 188 & 189
„ Disposal of Service certificates and History Sheets on - 427
„ for failing to qualify in Special Branch. Men liable to 167 (2) & 191
„ of Boys - - - - - - 165 (6)
„ of Officers. Approval required for - - - 188 (3)
„ „ „ for misconduct, inefficiency and physical unfitness - - - 45 (8) & 188 (2)
„ „ Permanent Staff. Authority for - - 55 (3)
„ „ Ratings for misconduct or physical unfitness - 191 (2)
„ „ „ on completion of time - - - - 191
„ or Entry of Permanent Staff. Actual date to be reported - 57 (4)
„ Pay to include date of departure - - - 365 (2)
„ to shore after training. (Officers) - - - - 245
Discipline Act. Naval. Observance and enforcement of, by Officers and Petty Officers - - - 272
„ „ „ Officers and men borne on books of H.M. Ships subject to - - - - 266
„ „ „ R.N.V.R. subject to, when called out for service - - - - 254 (2)
„ of R.N.V.R. - - - - - - - 270
Disembarkation of Ratings. Arrangements for travelling - - 265
„ Statement of results of Training to be forwarded on - 264
Disposal of Permanent Staff on mobilisation - - - - 59
„ „ service certificates and history sheets on discharge - 427
Disrating of Chief Petty Officers, Petty Officers and Leading Seamen for misconduct or incompetence - - - - - 284
Distinguishing badges for Band Ratings - - - - 48
Division. Authorised establishment of - - - - 10
„ Civil Affairs. Honorary Officer not eligible for election on Committees of - - - 350 (4)
„ „ of. Officer Instructors not to take part in - 67
„ „ „ Petty Officer Instructors not to take part in - - - - 78
„ Command of - - - - - - 9 (2)
„ Duties of Accountant Officer of - - - - 339A
„ Local name for - - - - - - 8 (3)
„ Naval Stores allowed to - - - - - 400
„ New. Raising and formation of - - - - 4
„ Official correspondence of, to be dealt with by Senior R.N.V.R. Officer during absence of Commanding Officer - - - - - - 432 (6)
„ Personel of. Lists 1 and 2 - - - - 9 & 15
„ Property of. Vested in Commanding Officer - - 350
„ Second Accountant Officer. Duties of - - 339A (2)
„ to which Officers and men living outside Great Britain are attached - - - - - - - 8
Divisional duty. Expenses of Officers and men travelling on - - 380
„ Ordnance Artificers. Appointment of - - - 84
„ „ „ Completion of time for pension 56 & 84 (3)
„ „ „ Travelling expenses of family - 379
Divisions. Addresses of. Postal and Telegraphic - - Appendix F.
„ Appointment of Petty Officers as Instructors in - 56 & 75
„ Authority of Commanding Officers, relative to property of 346
„ Commanding Officers of. Attendance at R.N.V.R. Committee meetings - - - - - - 3 (2)
„ Composition of - - - - - - 8 (2)
„ Strength of. Returns to be rendered - - - 436
Dockyards from which Naval Stores are supplied - - - 402
„ Stores from. Procedure for demanding - - 402 (2)

Digitized by Google

ARTICLE

Drill. Allowance to men injured on - - - - - 384
„ Constitution of a - - - - - - 213
„ Officers injured or taken ill at. Compensation for - - 383
Drills and Exercises. Diary to be kept by Officer Instructors - 69
„ Each day of Voluntary training to count as two - 213 (3)
„ Expenses of Officers and men attending - - - 380
„ for men with service afloat during war - - - 222
„ Obligatory Naval Training not to count as - - 213 (2)
„ Officers failing to perform prescribed number - - 188 (4)
„ R.N.V.R. Instruction comprised in - - - - 210
„ Signal and Telegraphist branches. Number required for - 224
Duration of appointments, Permanent Staff - - - - 55
Duties and composition of Finance Committee - - 351
„ appointment and composition of General Purposes Committee - - - - - - 351 & 353 (2)
„ of Captain R.N on Committee - - - - 3 (4)
„ „ Accountant Officer of Division - - - - 339A
„ „ Divisional Ordnance Artificer - - - - 85
„ „ Petty Officer Instructors - - - - - 79
„ „ R.N.V.R. Committee - - - - - 3 (6)
„ „ Second Accountant Officer of Division - - 339A (2)

E.

Educational Test—Part I. - - - - - Appendix L.
"Efficient," Officers and Ratings. Rules for notation of - - 226
„ „ Military Branch. Qualifications required to become - - - - - - - 214
„ Officers Non-military Branch. Qualifications required to become - - - - - - - - 215
„ Rating. Qualifications required to become subject to alteration - - - - - - - 225
„ Ratings. Fines for failing to qualify as - - - 211
„ „ other than seamen branch. Qualifications required to become - - - 220 (3)
„ „ Requirements to qualify as - - 212 & 220
Electrical Artificers, Acting. Obligatory training of - - 250 (2)
„ „ Entry. Rules and qualifications for - - 164
Embark. Ranks and Ratings wishing to. List to be rendered - 258
Embarkation and disembarkation of Ratings. Arrangements for travelling and despatch - - - - - 265
„ Annual. Arrangements for - - - - 257
„ for Naval Training - - - - - 256
„ Officers and Petty Officers to embark with men of their Division if possible - - - - - 261
„ Period of year for - - - - - 258
Embarked Officers and men. Berthing and messing arrangements for - - - - - - - 260
„ Petty Officer Instructors. Pay and allowances when - 369
„ Ratings for training. Petty Officer Instructors to accompany - - - - - 262
„ „ Instructions to be given when - - - 263
„ „ Lists to accompany - - - - 259
Emergency List Officers. Entry of - - - - - 105
Employment of Ratings at their Naval Trade during training 250 (5)
„ „ R.N.V.R. with Land Forces. Precedence of Officers during - - - - - 30 & 289
Enforcement and observance of Naval Discipline Act by Officers and Petty Officers - - - - - - - 272
Engineer Officers. Compulsory retirement of - - - 196 & 197
„ „ may volunteer for Submarine service - - 147

Digitized by Google

ARTICLE

Engineer Officers. Obligatory training - - - - 139
,, ,, Qualifications required for promotion - 126 & 128
,, ,, Rules for entry of - - - - 110
Engine Room Artificers (acting). Obligatory training of - 250 (2)
,, ,, ,, Confirmation and promotion of - - 179
,, ,, ,, Entry of. Rules and qualifications for - 161
Engineers, Civil. Compulsory retirement of - - - - 198
,, ,, Entry of. Rules for - - - - 111
,, ,, Obligatory training - - - - - 140
Enquiries. Holding of - - - - - - - 273
Enrolled Bandsmen. Conditions of Service for - - - 21
Enrolment. (*See also* Entry.)
,, Branches in R.N.V.R. which men may enter on - - 150
,, Fleet, Patrol and Shore Services - - - - 12
,, in Boys' Corps, age for - - - - 165 (4)
,, Men not eligible for - - - - - 153
,, of Boys in R.N.V.R. - - - - 165 (5)
,, ,, ,, Parents consent to be obtained before - 165 (5)
,, ,, Officers and men in any other of H.M. Forces - - 192
Entry. (*See also* Enrolment.)
,, Free kit for men on - - - - - - 45
,, Men of coloured races not eligible for - - 158 (2)
,, of Accountant Officers, rules for - - - - 114
,, ,, ,, (C). Rules for - - - 115
,, ,, Artisan ratings - - - - - - 164
,, ,, Chaplains, rules for - - - - - - 116
,, ,, Chief Motor Mechanics, rules and qualifications for - 163
,, ,, Emergency List Officers - - - - - 105
,, ,, Engine Room Artificers, rules and qualifications for - 161
,, ,, men. Requirements on - - - - - 158
,, ,, ,, Rules for - - - - - - 160
,, ,, ,, who were advanced to higher rating in Royal Naval Division - - - - - 152 (2)
,, ,, ,, Terms of service on - - - - - 159
,, ,, ,, with War service in R.N., R.N.R. and R.N.V.R. - 152
,, ,, Motor Mechanics, rules and qualifications for - - 162
,, ,, Officers, Engineer Branch, rules for - - - 110
,, ,, ,, Executive Branch - - - - - 109
,, ,, ,, Medical Branch - - - - 112 & 113
,, ,, ,, Requirements on - - - - - 107
,, ,, ,, Rules for - - - - - - 108
,, ,, Ordnance and Electrical Artificers and Artisans. Rules and qualifications for - - - - - 164
,, ,, Permanent Staff. Authority for - - - 55 (3)
,, ,, Ranks and Ratings. Naval Forces Act to be read on - 271
,, ,, Special Branch Officers—Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c. Rules for - - - - - - - 111
,, or discharge of Permanent Staff. Actual date to be reported 57 (4)
,, Preliminary training for men on - - - - 12 (2)
,, Youths. Rules for - - - - - 160 (2)
Equipment. Return of - - - - - - - 413
Establishment authorised for Division and Sub-Division - - 10
,, Demands for stores required in excess of 397 (3) & 420
,, of Caretakers - - - - - - - 98
,, ,, Naval Armament Stores - - - - 408
,, ,, Permanent Staff of R.N. Instructors - 11 & 54
Establishments and Ships. Action in event of failure of gas, light, or water supply - - - - - 398
,, ,, Expenditure on, borne by Admiralty - 300
,, and Ships lent. Upkeep of - - - - 391

Digitized by Google

ARTICLE

Examination for Navigation and Seamanship certificates - - 135
„ Medical Standard for Recruits - - - Appendix J.
„ of Arms after exercise - - - - 230 (2)
„ „ „ Period of - - - - 410 (3)
„ „ Government Stores - - - - - 392
„ „ Gun Mountings - - - - - 415
„ „ Service Certificates - - - - 425 (8)
Executive Officers. Compulsory retirement of - - - 196
„ „ Not eligible for Submarine service - - 147
„ „ Obligatory training - - - - 138
„ „ Qualifications required for promotion - - 126
„ „ Qualifications required to become efficient - 214
„ „ Rules for entry - - - - - 109
„ „ Voluntary training - - - - 145
Exemption from Naval Training (Ratings). Application for - 251 (3)
Exercise. Examination of Arms after - - - - 230 (2)
Exercises and Drills. Diary to be kept by Officer Instructor - - 69
„ or Sports. Compensation for injuries caused during 384 (6)
Expenditure of consumable stores. Record to be kept by Commanding Officer - - - - - 402 (5)
„ of Division, not to exceed its annual income - 337 (3)
„ „ Public Grants. Responsibility for - - - 337
„ „ „ „ Services to which permitted - - 301
„ on Ships and establishments borne by Admiralty - 300
Expense of Naval Funerals - - - - - - 36
Expenses of Officers and men attending Drills or travelling on Divisional duty - - - - - - 380
„ Travelling, of Instructors' and Divisional Ordnance Artificers' families - - - - - - 379
Expiration of Training, Officers. Reports on - - - - 246
Extension of service of Officers - - - - - - 204

F.

Failure to qualify as efficient Ratings. Fines for - - - 211
„ „ „ for promotion, Officers - - - - 132
„ „ „ in special branch. Men liable to be discharged for 167 (2) & 192
Families. Travelling expenses of Instructors' and Divisional Ordnance Artificers' - - - - - - - 379
Finance Committee. Claims for Public Grants to be passed by - 315
„ „ Composition and duties of - - - 351
„ „ Functions of - - - - - - 339
„ „ Honorary Officers not eligible for election on 350 (4)
„ „ Joint account at Bank with Commanding Officer. Contingent Fund and Special Grants to be paid into - - - - 320
Finances. Private, of Division. Authority to make rules for management - - - - - - - - - 345
Fines. Action in case of non-payment - - - - 285
„ for failing to qualify as efficient Ratings - - - 211
Firing practice. Supervision at - - - - - 230
Fleet or Patrol Service. Classification of men for, on completion of preliminary training - - - - - 12 (3)
„ Service. Enrolment for - - - - - - 12
Forces, Land. R.N.V.R. assembled with - - - - 289
Foreign languages. Half-yearly returns of Officers and Ratings able to speak - - - - - - - - - 436
Formation of Bands - - - - - - - - 21
„ of new Division - - - - - - - 4

Digitized by Google

ARTICLE
Form of application for compensation for injuries during training - 385
„ of undertaking by R.N.V.R. Rating - - - Appendix A.
Forms, R.N.V. List of - - - - - Appendix H.
Free kit for men on entry - - - - 45 & Appendix D.
„ „ Renewal of - - - - - - - 45
Full pay. Tables of - - - - - - Appendix M.
Functions of Finance Committee - - - - - 339
Fund. Contingent - - - - - - - 301
Funds. General Purposes. Audit of - - - - - 354
„ „ „ Nature and management of - - 353
Funerals, Naval honours at - - - - - - 36
„ „ Expense of - - - - - - 36
Further instruction for men after preliminary training - 12 (4)

G.

Garrison. Body of men desirous of visiting. Permission to be obtained - - - - - - 288 (4)
„ or Camp. Rules of, applicable to R.N.V.R. when visiting 288 (3)
„ Visit to, by R.N.V.R. Report on arrival at - - 288
Gas-Anti. Apparatus. Training in - - - - - 255
General instructions regarding issue of uniform - - - 45
„ orders regarding personnel on List 2 - - - 17, 18 & 19
„ Purposes Committee. Appointment, Composition and duties of - - 352 & 353 (2)
„ „ „ Honorary Officers not eligible for election on - - 350 (4)
„ „ Fund. Audit of - - - - - 354
„ „ „ Nature and management of - - 353
„ Regulations regarding uniform contained in Quarterly Navy List - - - - - - - - 43
„ Rules for resignation and discharge of men - 186, 187, 191
Good conduct and non-substantive badges - - - - 47
„ Shooting badges - - - - - - 47 (3)
Government Stores. Examination of - - - - - 392
Grants, Public. Claims for. To be passed by Finance Committee - 315
„ „ Expenditure of. Responsibility for - - - 337
„ „ General - - - - - 301–316
„ „ To be paid into Bank to joint account of Commanding Officer and Finance Committee - - 320
„ Special, to Officers of Sub-Divisions for travelling and subsistence - - - - - - - 302
Gratuity. War clothing to ratings - - - - - 364
Great Britain. Officers and men living outside. Division to which attached - - - - - - - - 8
Guards of Honour - - - - - - - 34
Gun Mountings. Examination of - - - - - 415
„ „ Report of defects - - - - 415 (2)
Gunnery Course. Uniform required by Officers attending - 42 (3)
„ Schools. Short course in, for Officer Instructors before appointment - - - - - - 66
Gun Room Officers to mess in Ward Room at age of 23 years 260 (2)

H.

Half-yearly promotions. Officers - - - - - 122
„ „ returns of Officers and men able to speak a foreign language - - - - - - 436
Handling and custody of ammunition - - - - 411 & 412

Digitized by Google

ARTICLE

Headquarters. Ratings on List 2. Optional attendance for lectures, &c., at - - - - - - - 223
Health Insurance. Continuance of - - - - - 372
H.M. Forces. Officers and men not to enrol in any other of - - 193
History Sheets - - - - - - - - 425 & 426
„ „ Disposal of, on discharge - - - - 427
„ „ Medical, of Permanent Staff. Custody of - 62 (4)
Honorary appointments on R.N.V.R. Committee - - - 3 (5)
„ Commissions - - - - - - - 119
„ „ Uniform of Officers holding - - 119 (2)
„ Officers eligible for election on Committee relating to Civil Affairs - - - - - - 350 (4)
„ Officers. Not eligible for election on Finance and General Purposes Committee - - - - 350 (4)
„ Officers. Uniform allowance, not entitled to - - 362
Honour, Guards of - - - - - - - 34
Honours, Naval, at funerals - - - - - 36
Humane Society's Awards, Royal. Applications for - - - 435
Hurt certificates for Officers and men injured on duty - 382 (3)

I.

Illness during training. Pay and allowances to Officers and Ratings. Form of application for - - - - - 385
„ or injuries to Officers and men on duty. Continuance of pay - 382
„ to Officers during Drill. Compensation for - - - 383
„ „ Ratings during Drill. Compensation for - - - 384
Income of Division. Expenditure not to exceed - - 337 (3)
Incompetence or misconduct. Disrating of Chief Petty Officers, Petty Officers and Leading Seamen for - - - - - 284
Incompetency of Petty Officer Instructors. Report of - 70 (2)
Increase of Pay. Mobilised Service only to count towards - 360 & 363
Inefficiency. Discharge of Officers for - - - - 188
Injured during training. Pay and allowances to Officers and Ratings. Form of application for - - - - - 385
„ on Drill Allowance to men - - - - - 384
„ „ duty. Officers and men. Hurt certificates for - 382 (4)
„ „ „ Officers and men. Medical treatment for - 382 (4)
Injuries during exercise or sports. Compensation for - 384 (6)
„ or illness to Officers at Drill. Compensation for - - 383
„ „ „ and men on duty. Continuance of pay of - - - - 382 (3)
„ to Officers and men on duty. Compensation or Pension for - 382
Inquiry, Courts of. Authority for holding - - - - 273
Inspection, Annual - - - - - - - 35
„ „ Books and Documents to be produced at - Appendix G.
„ of accounts - - - - - - 323, 336
„ „ Boats. Annual - - - - - 35 (2)
„ „ Boys - - - - - - 165 (12)
Instruction after preliminary training - - - - 12 (4)
„ comprised in R.N.V.R. Drills - - - - 210
„ in signals. Arrangements for outlying Sub-Divisions - 92
„ Medical Stores allowed for - - - - 422
Instructions to be given Ratings when embarked - - - 263
Instructor, Officer. R.N.V.R. Officer acting as - - - 72
Instructors' families. Travelling expenses for - - - 379
Instructors in R.N.V.R. Divisions. Appointment of Petty Officers as - - - - - - 56 & 75
„ Officer. Appointment of - - - - - 64

Digitized by Google

		ARTICLE
Instructors, Officer.	Claims for repayment of travelling expenses	376
,, ,,	Diary of Drills and exercises to be kept by	69
,, ,,	Leave, application for	294
,, ,,	not to take part in civil affairs of Division	67
,, ,,	Rank and service of	65
,, ,,	Relief of	65 (3)
,, ,,	Short course in Gunnery Schools before appointment	66
,, ,,	Visits to outlying sub-divisions	71
,,	Pay of Petty Officers sent in relief of	77 (2)
,,	Petty Officer. Allowances and pay when embarked	370
,, ,, ,,	Command of, and employment in R.N.V.R.	78
,, ,, ,,	Duties of	79
,, ,, ,,	Non-continuous service engagements on completion of time	56 (6)
,, ,, ,,	Not to take part in civil affairs of Division	78
,, ,, ,,	Rank and uniform of	76
,, ,, ,,	Relief of	77
,, ,, ,,	Report of incompetency of	70 (2)
,, ,, ,,	To accompany Ratings embarked for training	262
,,	Royal Fleet Reserve. Exempt from Reserve drill	56 (8)
,,	Royal Navy. Establishment of Permanent Staff of	11 & 54
,,	Signal and Wireless Telegraphy. Appointment of	75 & 90
Insurance.	Health and Unemployment. Continuance of	372
Interest on account at Bank to be brought to credit		325
Interference with R.N.R. recruiting		155
Interpreters.	Compulsory retirement of	198
,,	Entry. Rules for	111
,,	Obligatory training	140
,,	Officers appointed as	118
Issue and purchase of regulations		5
,,	of Pay and Clothing to Permanent Staff	62
,,	of Small Arms	409
,,	of Uniform. General Instructions regarding	45

J.

Joint account at Bank of Commanding Officer and Finance Committee.	Public Grants and receipts to be paid into	320

K.

Killed on duty.	Pensions or compensation to Widows and Children of Officers and men	382
Kit, free, for men on entry		45
,, ,,	Renewal of	45
,,	Upkeep allowance to Permanent Staff	62 (2)
,, ,, ,,	to ratings when called out for War Service	363 (2)
Kits.	Regulation	Appendix D.

L.

Land Forces on shore.	R.N.V.R. Officers not to assume command of	29 & 289
,, ,,	Precedence of R.N.V.R. Officers when employed with	30 & 289
,, ,,	R.N.V.R. assembled with	288 & 298
,, ,, ,, ,, ,,	Army Officers not to assume command of	29 & 289

Digitized by Google

ARTICLE
Land. Lease or purchase of. Particulars to be given - 341 & 342
„ „ „ Proposals for - - - - 340
Landing of unconsumed tobacco - - - - - 281
Languages, foreign. Half-yearly returns of Officers and men able to speak - - - - - - - - - 436
Leading Seamen. Misconduct or incompetence of. Disrating of - 284
Lease or purchase of Land or Buildings. Proposals for - - 340
„ „ „ Particulars to accompany applications 341 & 342
Leather cartridge cases for conveying surplus ammunition. Supply of - - - - - - - - - 412
Leave abroad. Approval to be obtained from Admiral Commanding 291 (4)
„ and sick leave of active service Ratings - - - 294 (2)
„ „ „ Shipkeepers - - - - - 295
„ Addresses of Officers on - - - - 291 (3)
„ Officers. Acting appointments during - - - - 292
„ „ Application for - - - - - 291
„ „ Rules as to - - - - - - 291
„ to Officers undergoing training - - - - - 293
„ to Permanent Staff. Arrangements for duty to be carried out during - - - - - - - 60
„ to Officer Instructors. Applications for - - - 292
Lectures, &c. Optional attendance at Headquarters by Ratings on List 2 - - - - - - 223
„ on Naval matters by Officers and Ratings, in public, forbidden - - - - - - 277 (2)
Ledger Accounts to be kept separate from R.N. ranks and ratings - 367
List of printed R.N.V. Forms - - - - - Appendix H.
List 2. General orders regarding personnel on - - 17, 18 & 19
„ Officers on. Suitability for promotion - - - 125
„ Ratings on. Optional attendance at Headquarters for lectures, &c. - - - - - - - - - 223
Lists 1 and 2.—Personnel of Division on, Categories - 9 & 15
„ „ Ratings to be borne on - - - - 16
„ of Ranks and Ratings wishing to embark to be rendered - 258
„ to accompany Ratings when embarking - - - - 259
Local name for Division - - - - - - 8 (3)
Long Service and Good Conduct Medal - - - 50 & 51
Loss of important stores to be specially reported - - 405 (5)
„ „ Mess traps. Responsibility for - - - - 395
„ „ Stores by neglect or carelessness. Penalty for - - 286
Losses, Destruction and damage of Arms or Stores by neglect 286 & 414
Lost Stores. Recoveries for - - - - - - 286

M.

Management and nature of General Purposes Fund - - - 353
„ of Private property, Private finances and Civil Affairs of Division. Authority to make rules for - - 345
Marks of respect shown to Officers by Ratings - - - 279
Marriage allowance - - - - - - - 363 (3)
Meal order forms and Railway Warrants. Application for - - 378
Mechanics, Chief Motor. Entry. Rules and qualifications for - 163
„ Motor. Entry. Rules and qualifications for - - 162
„ „ Qualifications required for promotion of - - 180
„ „ Relative ranks of - - - - 180 (2)
Medal, Long Service and Good Conduct - - - 50 & 51
Medals and decorations. Wearing of - - - - 50 & 51
Medical attendance and Dental treatment to Permanent Staff - 61

Digitized by Google

ARTICLE

Medical examination of Recruits. Standard for - - Appendix J.
„ History Sheets of Permanent Staff. Custody of - 62 (3)
„ Officers. Compulsory retirement of - - - - 199
„ „ Obligatory training of - - - 141 & 141A
„ „ Qualifications required for promotion - - 129
„ „ Rules for entry - - - - 112 & 113
„ Stores allowed for instructional purposes - - - 422
„ treatment for Officers and men injured on duty - 382 (4)
Meetings, Committee. Commanding Officers' attendance at - - 3 (2)
„ „ Convening of - - - - 350 (2)
„ for expressing opinion upon acts of Commanding Officers not to be held - - - - - - 274
„ Political. Attendance in uniform by Officers and Ratings forbidden - - - - - - 276
Memorials not to be drawn up - - - - - - 274
Men. (*See also* ratings.)
„ Additional Voluntary Courses for - - - - 253
„ advanced to higher ratings in R.N.D. Entry of - 152 (2)
„ allocated to Special Branches. Qualification of - - 166
„ attending Drills or travelling on Divisional duty, expenses of - 380
„ borne on books of H.M. Ships subject to Naval Discipline Act 266
„ desirous of visiting Garrison or Camp, Permission to be obtained for - - - - - - 288 (4)
„ embarked for training, issue of Clothing, Soap and Tobacco to 263A
„ embarked. Messing arrangements for - - - - 260
„ Entry. Branches in R.N.V.R. in which they may enrol - 150
„ „ Preliminary training for - - - 12 (2)
„ „ Requirements on - - - - - 158
„ „ Rules for - - - - - - 160
„ failing to qualify in Special Branch liable to discharge 167 (2)
„ Free kit on entry - - - - - - 45
„ injured on Drill, Allowance for - - - - 384
„ „ „ duty. Hurt certificates for - - 382 (4)
„ „ „ „ Medical treatment for - - 382 (4)
„ „ or taken ill on duty, Continuance of pay of - - 382
„ in possession of Trade Certificates. Rating of - - 164 (2)
„ killed or injured on duty. Pension or compensation for - 382
„ living outside Great Britain, Division to which attached - 8
„ non-substantive rating of, required to requalify for - - 168
„ not eligible for enrolment - - - - - - 153
„ of coloured races not eligible for entry - - - 158 (2)
„ qualified in non-substantive rating. Further courses for - 168
„ „ „ „ Pay of - - 168 (2)
„ Re-enrolment of - - - - - - 159 (4)
„ Resignation and discharge of. General rules for 186, 187 & 192
„ R.N.V.R. not to enrol in any other of H.M. Forces - - 193
„ sick during Periodical training. Pay of - - - 388–388C
„ Special branch, qualification in - - - - - 167
„ Subsistence arrangements during travelling - - 265 (2)
„ Summary punishments for - - - - 282 & 283
„ Terms of Service on entry - - - - - 159
„ Training. Syllabus of - - - - - Appendix C.
„ Transfer of, from one Branch to another - - - 166 (4)
„ undergoing training. Travelling warrants for - - - 304
„ with service afloat during war. Drills for - - - 222
„ „ War service in R.N., R.N.R. & R.N.V.R. Entry of - 152
Mess contribution. Officers - - - - - - 361
„ traps and Utensils, account to be rendered annually - 424 (2)
„ traps. Breakages, Loss and deterioration of. Responsibility for 395
Messing arrangements for men embarked - - - - 260

Digitized by Google

ARTICLE

Metal cylinders for conveying surplus ammunition. Supply of - 412
Misconduct, &c. of Permanent Staff. Report of - - - 70
„ Discharge of Officers for - - - - 188 (2)
„ „ „ Ratings for - - - 191 (2) & 45 (8)
„ or incompetence. Disrating of Chief Petty Officers, Petty Officers and Leading Seamen for - - - 284
Mobilisation. Disposal of Permanent Staff on - - - 59
„ of Coast Guard Signalmen. Appropriation on 91 (6)
Mobilised Service only to count towards increase of pay - 360 & 363
Money, custody of - - - - - - - - 316
„ supply of - - - - - - - - 313
Month's notice required for relief of Permanent Staff - - 57
Motor Mechanics, Chief. Entry. Rules and qualifications for - 163
„ „ „ Qualifications required for promotion - 180
„ „ Distinguishing Badges for - - - 47 (4)
„ „ Entry. Rules and qualifications for - - 162
„ „ Obligatory training - - - - - 250
„ „ Qualifications required for promotion - - 180
Mountings, Gun. Examination of - - - - - 415
„ „ Report of defects to- - - - 415 (2)

N.

Nature and management of General Purposes Fund - - - 353
Naval Armament Store accounts - - - - - 417
„ „ Stores. Establishment of - - - - 408
„ „ „ Procedure for demanding - - 418 & 397
„ Command. Qualifications required of Officers recommended for - - - - - - 134
„ „ Qualifications required to obtain according to seniority - - - - 134 (3)
„ Discipline Act. Observance aud enforcement of, by Officers and Petty Officers - - - - 272
„ „ „ Officers and men subject to, when borne on books of H.M. Ships - - - 266
„ „ „ R.N.V.R. subject to, when "called out" for Service - - - - 254 (2)
„ Forces Act. Copy of 1903 - - - - Part 2.
„ „ „ Rules relating to R.N.V.R. Property authorised by - - - - - - 344
„ „ „ To be read to Ranks and Ratings on entry - 271
„ funerals. Expense of - - - - - - 36
„ honours at funerals - - - - - - 36
„ Matters. Lectures on, by Officers and Ratings, in public, forbidden - - - - - 277 (2)
„ „ Officers and men writing to Press on, forbidden - 277
„ Stores allowed to a Division - - - - - 400
„ Stores. Dockyards from which supplied - - - 402
„ Trade. Employment of Ratings at, during training - 250 (5)
„ Training. Embarkation for - - - - - 256
„ „ Obligatory, not to count as Drills - - 213 (2)
„ „ Officers - - - - - - 240
„ „ Ratings, age for commencement of - - 250 (4)
„ „ „ Obligatory - - - - - 250
„ „ Voluntary, each day of, to count as two Drills 213 (3)
Navigation Certificate. Examination for - - - - 135
Navy List. Boys' Corps mentioned in - - - 165 (13)
„ „ Officers names shown in - - - - - 20
„ „ Quarterly. General regulations regarding uniform contained in - - - - - - - 43

Digitized by Google

ARTICLE

New Division. Formation and raising of - - - - 4
Night travelling to be avoided - - - - - 265 & 377
Non-continuous service engagements of Petty Officer Instructors on completion of time for pension - - - - 56 (6)
„ Military Branch Officers. Qualifications required to become efficient - - - - - - - - 215
„ payment of fines. Action in case of - - - - 285
„ substantive or good conduct badges - - - - 47
„ „ rating. Further courses for men qualified in - 168
„ „ „ Men required to re-qualify for - - 168
„ „ „ Pay of men qualified in - 168 (2) & 363
„ „ „ Seamen to qualify in, on entry - - 151
„ „ „ Volunteers for - - - 169
Notation of "efficient" Officers and Ratings. Rules for - - 226
Notations on Service certificates - - - - 425 (5)
Notification of change of addresses, Ratings - - - 157 (2)
Number of Drills required for signal and telegraphist Ratings - 224

O

Obligatory Naval Training not to count as Drills - - 213 (2)
„ „ „ Ratings - - - - - 250
„ Special Subjects. Officers qualification in - - - 133
„ Training, Accountant Officers - - - - 142
„ „ „ (C) - - - - 143
„ „ Acting Engine-room, Ordnance and Electrical Artificers - - - - 250 (2)
„ „ Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c. - - - 140
„ „ Chaplains - - - - - 144
„ „ Motor Mechanics - - - - 250
„ „ Officers, Engineer Branch - - - 139
„ „ „ failing to perform - - 188 (4)
„ „ „ Medical Branch - - 141, 141A
„ „ „ Military Branch - - - 138
„ „ Ordinary Seamen, Signalmen and Telegraphists 250 (3)
Officer Commanding Division. Property vested in - - - 350
„ Instructors. Appointment of - - - - - 64
„ „ R.N.V.R. Officers acting as - - - 72
„ „ Claims for repayment of travelling expenses - 376
„ „ Diary of Drills and exercises to be kept by - 69
„ „ Leave to, application for - - - - 292
„ „ Not to take part in Civil affairs of Division - 67
„ „ Rank and Service of - - - - 65
„ „ Relief of - - - - - 65 (3)
„ „ Short Course in Gunnery Schools before appointment - - - - - - - 66
„ „ Visits to outlying Sub-Divisions by - - 71
„ R.N.V.R. Senior of Division to deal with official correspondence during absence of Commanding Officer - 432 (6)
„ Second Accountant of Division. Duties of - - 339A (2)
„ Senior Accountant of Division. Duties of - - - 339A
Officers able to speak foreign language. Half-yearly return of - 436
„ Accountant. Compulsory retirement of - - - 210
„ „ Entry, rules for - - - - - 114
„ „ Obligatory training - - - - 142
„ „ Qualifications required for promotion - - 130
„ „ (C). Compulsory retirement of - - 201
„ „ „ Entry, rules for - - - - 115
„ „ „ Obligatory training - - - 143
„ „ „ Qualifications required for promotion - 131

Digitized by Google

ARTICLE

Officers and men living outside Great Britain. Division to which attached - - - - - - - - 8
" and men killed or injured on duty. Pension or compensation for 382
" and Petty Officers to embark with men of their Division if possible - - - - - - - - 261
" and Ratings, attendance at Political meetings in uniform forbidden - - - - - - 276
" " "efficient." Rules for notation of - - 226
" " Lectures on Naval matters in public forbidden 277 (2)
" " Writing to Press on Naval matters forbidden - 277
" Applications for annual or biennial training - - - 241
" Appointment of - - - - - - - 104
" Army. Not to assume command of R.N.V.R. when assembled with Land Forces - - - - - - 29 & 289
" borne on books of H.M. Ships subject to Naval Discipline Act 266
" Commanding. Authority of, relative to property of Divisions - 346
" Dental. *See under* Officers, Medical.
" Discharge of. Approval required for - - - 188 (3)
" discharge to shore after training - - - - - 245
" eligible for Submarine Service - - - - - 147
" embarked. Berthing arrangements for - - - 260
" Emergency List. Entry of - - - - - 105
" employed with Land Forces. Precedence of - - 30 & 289
" Engineer. Compulsory retirement of - - - 196 & 197
" " Entry, rules for - - - - - 110
" " Obligatory training - - - - 139
" " Qualifications required for promotion - 126 & 128
" Entry, rules for - - - - - - 108
" expenses when attending drills or travelling on Divisional duty 380
" Executive Branch, compulsory retirement of - - - 196
" " " entry, rules for - - - - 109
" " " obligatory training - - - 138
" " " qualifications required for promotion - 126
" " " qualifications required to become efficient 214
" " " voluntary training - - - 145
" failing to perform prescribed number of Drills or Obligatory training - - - - - - 188 (4)
" Form of application for appointment or promotion of persons recommended as - - - - - - 106
" Gun Room, to mess in Ward Room at age of 23 years - 260 (2)
" Half-yearly promotions - - - - - 122
" holding Honorary Commissions. Uniform for - 119 (2)
" " Temporary Commissions. Pay of - - 117 (2)
" Honorary, may take part in civil affairs of Division - 350 (4)
" " not eligible for election on Finance and General Purposes Committees - - - 350 (4)
" " not entitled to uniform allowance - - - 362
" injured on duty. Hurt certificates for - - 382 (4)
" " " Medical treatment for - - 382 (4)
" " or taken ill on drill. Compensation for - - 383
" " " " duty. Continuance of pay - - 382
" " " " during training. Form of application for pay and allowances to - - - 385
" Interpreter. Appointment of - - - - - 118
" killed or injured on duty. Pension or Compensation for - 382
" leave. Acting appointments during - - - - 292
" " Application for - - - - - 291
" " Rules as to - - - - - - 291
" Marks of respect to be shown to, by ratings - - - 279
" Medical Branch, compulsory retirement of - - - 199
" " " entry, rules for - - - 112 & 113

Digitized by Google

	ARTICLE
Officers Medical Branch obligatory training	141, 141A, & 141B
„ „ „ qualifications required for promotion	129
„ „ „ special training for	141A & 141B
„ Mess contribution	361
„ Names shown in Navy List	20
„ Naval training	240
„ Non-Military Branch, qualifications required by, to become efficient	215
„ Observance and enforcement of Naval Discipline Act	272
„ of Sub-Divisions, special grant for travelling and subsistence	302
„ on leave, addresses of	290 (3)
„ on List II., suitability for promotion of	125
„ on Permanent Staff, payment of	367
„ other than Military Branch, voluntary training	146
„ pay when called up for war service	360
„ pay when sick during Periodical Training	386 & 387
„ Precedence of	26 & 27
„ Promotion, failure to qualify for	132
„ „ for zeal	121
„ „ on retirement	205
„ „ qualifications required for	120
„ „ pre-war time served allowed to count for	123
„ „ special	120 (3) & (4)
„ qualifications in special subject obligatory	133
„ „ for promotion, alteration in	124
„ recommended for Naval Command, qualifications required for	134
„ reports on	434
„ requirements on entry	107
„ resignation and discharge of, rules for	188 & 189
„ responsible for store accounts	390
„ retirement of	190
„ R.N.V.R., appointment as acting Officer Instructors	72
„ „ appointment of, procedure	104
„ ;; not to assume command of Land Forces	29 & 289
„ „ not to enrol in any other of H.M. Forces	192
„ Service, extension of	204
„ Serving in R.N.V.R. on 4th August 1914, retirement of	203
„ Special Branch, compulsory retirement of	198
„ „ „ definition of	111
„ „ „ obligatory training of	140
„ „ „ qualifications required for promotion	126 & 127
„ „ „ rules for entry	111
„ Stocktaking	405 (6)
„ Supersession, stocktaking of stores on	405
„ Training, annual or biennial, application for	241
„ „ arrears of	242
„ „ in advance	242 (2)
„ „ reports on expiration of	246
„ „ syllabus of	Appendix B.
„ undergoing training. Leave to	291A
„ „ „ Travelling warrants for	304
„ under Naval training subject to Naval Discipline Act	254
„ „ training. Accommodation for	243
„ uniform allowance	362
„ „ for attending Courses, &c.	42
„ „ of	40
„ vested with power to sign cheques	320
„ volunteer decoration	51
„ „ „ Chaplains eligible for	51
„ Warrant. Voluntary training	145 (5)
„ wishing to perform training abroad	256 (2)

Digitized by Google

ARTICLE

Official channels of correspondence and returns - - - 432
„ correspondence. Rules to be observed in - - - 433
„ „ „ to be dealt with by senior R.N.V.R. Officer of Division during absence of Commanding Officer. - - - - 432 (6)
Optional attendance at Headquarters for lectures &c. of Ratings on List 2 - - - - - - - - 223
Ordinary Seamen, Signalmen and Telegraphists. Obligatory training of - - - - - - - - 250 (3)
Ordnance Artificers, Divisional. Appointment of - - - 84
„ „ „ Pension on completion of time 56 & 84 (3)
„ „ „ Travelling expenses of family - 379
„ „ Duties of - - - - - - 85
„ „ Entry. Rules and qualification for - - 164
„ „ Obligatory training - - - 250 (2)
„ Stores, Naval. Accounts of - - - - - 417
„ „ „ Establishment of - - - - 408
„ „ „ Procedure for demanding - - - 418
Outlying Sub-Divisions. Signal instruction. Arrangements for - 91
„ „ Visits to, by Officer Instructors - - 72

P

Pass-books and Cheques. Retention of - - - - 326
Patrol or Fleet Service. Classification of men for, on completion of preliminary training - - - - - 12 (3)
„ service. Enrolment for - - - - - - 12
Pay and allowances of Coast Guard Signalmen while employed with R.N.V.R. - - - - 91 (5)
„ „ „ „ Permanent Staff - - - - 368
„ „ „ „ Petty Officer Instructors when embarked - 370
„ „ „ to Officers and Ratings taken ill or injured during training. Form of application for - - 385
„ „ Clothing for Permanent Staff. Issue of - - - 62
„ Commencement of, to include date of arrival on board - 366 (2)
„ full. Tables of - - - - - - Appendix M.
„ of men qualified in non-substantive rating - 168 (2) & 363
„ „ „ when sick during periodical training - - 388–388c
„ „ Officers and men injured or taken ill on duty. Continuance of 382
„ „ „ holding temporary Commissions - - 117 (2)
„ „ „ when called up for War service - - 360–364
„ „ „ „ sick during Periodical Training - - 386 & 387
„ „ Petty Officers sent in relief of Instructors - - 77 (2)
„ „ Ratings when called out for war service or under training - 363
„ on discharge, to include date of departure - - - - 366
Payment of Officers and Ratings on Permanent Staff - - - 369
Payments for Stores purchased - - - - 403 (6)
Penalty for loss of stores by neglect or carelessness - - - 286
Pension, Divisional Ordnance Artificers. Completion of time for - - - - - - - - 56 & 84 (3)
Pension or Compensation for Officers and men killed or injured on duty - - - - - - - - - 382
Pension. Petty Officer Instructors. Non-continuous service engagements on completion of time for - - - - 56 (6)
Periodical Training. Pay of Officers and men sick during - 386–388c

Digitized by Google

	ARTICLE
Period of Training	366
„ year for embarking	258
Permanent Staff. Authority for entry or discharge of	55 (3)
„ „ Coast Guard Signalmen not part of	91 (3)
„ „ Custody of Medical History Sheets of	62 (3)
„ „ „ „ Service certificates of	62 (3)
„ „ Disposal of, on mobilisation	59
„ „ Duration of appointments	55
„ „ Entry or discharge, actual date to be reported	57 (4)
„ „ Issue of pay and clothing to	62
„ „ Kit upkeep allowance	62 (2)
„ „ Leave or sick leave. Arrangements for duty to be carried on during	60
„ „ Medical attendance and Dental treatment for	61
„ „ Misconduct, &c., Report of	70
„ „ of R.N. Instructors. Establishment of	11 & 54
„ „ Pay and allowances of	367
„ „ Payment of Officers and Ratings on	368
„ „ Presents, &c., not to be given to	58
„ „ Reliefs. Month's notice required for	57
„ Stores. Replacement of	416
Permission required by Bands to wear uniform	49
„ to be obtained for body of men desirous of visiting garrison or camp	288 (4)
Personnel of Division. Categories. Lists 1 and 2	9 & 15
„ on List 2. General orders regarding	17, 18 & 19
Persons not eligible for enrolment	153
„ recommended for appointment or promotion as Officers. Form of application for	106
Petty Officer Instructors. Command of, and employment in R.N.V.R	78
„ „ „ Duties of	79
„ „ „ Non-continuous service engagements on completion of time for pension	56 (6)
„ „ „ Not to take part in civil affairs of Divisions	78
„ „ „ Pay and allowances when embarked	370
„ „ „ Rank and uniform of	76
„ „ „ Relief of	77
„ „ „ Report of incompetency of	70 (2)
„ „ „ To accompany Ratings embarked for training	262
Petty Officers and Men. Summary punishments for	282 & 283
„ „ appointed as Instructors in R.N.V.R. Divisions	56 & 75
„ „ Misconduct or incompetence. Disrating for	284
„ „ Observance and enforcement of Naval Discipline Act by	272
„ „ sent in relief of Instructors. Pay of	77 (2)
„ „ to be kept separate from subordinate Ratings	278
„ „ to embark with men of their Division if possible	261
Physical unfitness. Discharge of Officers for	188 (2)
„ „ „ „ Ratings for	192 (2)
Political Meetings. Attendance at, by Officers and men in uniform forbidden	276
Postage Account	332
Postal addresses of Divisions and Sub-Divisions	Appendix F.
Precedence of Officers	26 & 27
„ „ R.N.V.R. Officers when employed with Land Forces	30 & 289
„ Relative Rank and Command in R.N., R.N.R., and R.N.V.R.	24
Preliminary training. Classification of men for Fleet or Patrol service on completion of	12 (3)
„ „ Further instruction after	12 (4)
„ „ Men on entry	12 (2)

Digitized by Google

ARTICLE
Presents, &c., not to be given to Permanent Staff - - - 58
Press. Officers and Ratings writing to, on Naval matters forbidden - 277
Pre-War time served by Officers allowed to count for promotion - 123
Private and Public Moneys to be kept separate - - - 334
„ Finances of Division. Authority to make rules for management of - - - - - - - 345
„ Funds. Accounting for - - - - - 335
„ Property of Division. Authority to make rules for management of - - - - - - - 345
Procedure for demanding Naval Armament Stores - - - 418
„ „ Stores - - - - - 397
„ „ „ from Dockyards - - 402 (2)
Professors. Compulsory retirement of - - - - 198
„ Entry, rules for - - - - - 111
„ Obligatory training of - - - - - 140
Promotion and confirmation of Artificer and Artisan Ratings - - 182
„ „ „ „ Engine Room Artificers - - 179
„ for zeal (Officers) - - - - - - 121
„ Officers, Accountant. Qualifications for - - - 130
„ „ „ (C). Qualifications for - - 131
„ „ Alteration in qualifications for - - - 124
„ „ Engineer. Qualifications for - - 126 & 128
„ „ Failure to qualify for - - - - 132
„ „ Medical. Qualifications for - - - 129
„ „ Military Branch. Qualifications for - - 126
„ „ on List 2. Suitability for - - - - 125
„ „ Pre-War time served allowed to count for - 123
„ „ Qualifications required for - - - 120
„ „ Special Branch. Qualifications for - - 127
„ of Boys - - - - - - 165 (9)
„ „ Motor Mechanics. Qualifications required for - - 180
„ „ Officers on retirement - - - - - 191
„ „ Seamen Ratings. Qualifications required for - 175 & 176
„ „ Signal Ratings. Qualifications required for - 177 & 178
„ „ Telegraphist Ratings. Qualifications required for 177 & 178
„ „ Writer and Victualling ratings - - - - 181
„ or appointment as Officers. Form of application for persons recommended - - - - - 106
Promotions. Officers. Half-yearly - - - - - 122
„ „ Special - - - - 120 (3) & (4)
„ Ratings. Special - - - - - 183
Property of Division vested in Commanding Officer - - - 350
„ „ Divisions. Authority of Commanding Officers relative to 346
„ „ R.N.V.R. Rules relating to. Authorised by Naval Forces Act - - - - - - 344
„ Private. Authority to make rules for management of - 345
Proposals for lease of Land or Buildings to be forwarded to Admiral Commanding through R.N.V.R. Committee - - - 340
Public Accounts. Vouchers relating to - - - 329, 330
„ and private moneys to be kept separate - - - 334
„ Grants and receipts to be paid into Bank to joint account of Commanding Officer and Finance Committee - - 320
„ Grants. Claims to be passed by Finance Committee - - 315
„ „ Expenditure of. Responsibility for - - - 337
„ „ „ „ Services to which permitted - 301
Punishments. Summary, for Petty Officers and men - 282 & 283
Purchase and issue of Regulations - - - - - 5
„ of Stores. Tenders for - - - - - 403
„ „ Payments for - - - - 403 (6)

Digitized by Google

ARTICLE

Purchase or lease of Land or Buildings. Proposals for to be forwarded to Admiral Commanding through R.N.V.R. Committee - - - - - - - - 340
„ or leasing of Land. Particulars to accompany applications 341 & 342

Q.

Qualified Officers - - - - - - - - 24
Qualification in Special Branch (Men) - - - - - 167
„ „ „ Subjects. Obligatory for Officers - - 133
„ of men allocated to Special Branches - - - 166
Qualifications and rules for entry of Artisans - - - - 164
„ „ „ „ Chief Motor Mechanics - - 163
„ „ „ „ Motor Mechanics - - 162
„ „ „ „ Ordnance and Electrical Artificers 164
„ „ „ „ Engine Room Artificers - - 161
„ for promotion, Officers, Accountant - - - 130
„ „ „ „ „ (C) - - - 131
„ „ „ „ Alteration in - - - 124
„ „ „ „ Engineer - - 126 & 128
„ „ „ „ Executive Branch - - 126
„ „ „ „ Medical - - - 129
„ „ „ „ Special Branch - - 126 & 127
„ required by Officers Non-military Branch to become efficient - - - - - 215
„ „ „ Military Branch Officers to become efficient - - - - - 214
„ „ „ Ratings, other than Seaman Branch to become efficient - - - 220 (3)
„ „ „ Ratings to become efficient - - 212
„ „ for promotion of Motor Mechanics - - 180
„ „ „ „ Officers - - - 120
„ „ „ „ Seaman Ratings - 175 & 176
„ „ „ „ Signal Ratings - 177 & 178
„ „ „ „ Telegraphist Ratings 177 & 178
„ „ of R.N.V.R. Officers recommended for Naval Command - - - - - 134
„ „ to become efficient Seamen, Signalmen, and Telegraphists - - - - 220
„ required to obtain Naval Command according to seniority - - - - - - 134 (3)
„ to become efficient Ratings. Subject to alteration - 225

R.

Railway Warrants and Meal Order Forms. Application for - - 378
Raising and Formation of new Division - - - - 4
Rank, aggrieved. Appeal by - - - - - - 275
„ and Service of Officer Instructors - - - - 65
„ „ uniform of Petty Officer Instructors - - - 76
Ranks and Ratings "Called Out." Returns of, to be rendered 258–note.
„ „ „ Entry. Naval Forces Act to be read on - - 271
„ „ „ Subsistence allowances - - - 375
„ „ „ wishing to embark. Lists to be rendered - 258
„ Authorised. All Branches - - - - - 25
„ Relative, Table of - - - - - Appendix K.
„ „ and Command in R.N., R.N.R., and R.N.V.R. - 24

Digitized by Google

ARTICLE

Rating, aggrieved. Appeal by - - - - - 275
„ Form of undertaking by a - - - - Appendix A.
„ non-substantive. Further courses for men qualified in - 168
„ „ „ Men qualified in. Pay of - - - 168
„ „ „ „ required to re-qualify for - 168 (3)
„ „ „ Volunteers for - - - - 169
„ of men in possession of Trade certificate - - 164 (2)
Ratings (*see also* Men).
„ able to speak foreign languages. Half-yearly return of - 436
„ Active service. Leave and sick leave of - - 294 (2)
„ Addresses. List to be kept - - - - - 157
„ „ Notification of change - - - 157 (2)
„ Artificer and Artisan. Confirmation and Promotion of - 182
„ Attendance at political meetings in uniform forbidden - 276
„ Band. Distinguishing badges for - - - - 48
„ „ Uniform for - - - - - Appendix D.
„ called out. Returns to be rendered - - - 258, note.
„ „ up for active service. Bounty to - - - 371
„ Character and ability. Assessment of - - - 428
„ Coast Guard, Signal, on temporary staff - - 91 (3)
„ Communications on Service matters by, Regulations for - 280
„ Discharged for Misconduct or physical unfitness - 192 (2)
„ Discharge of, on completion of time - - - - 192
„ "Efficient." Qualifications to become, subject to alteration 225
„ Embarkation and disembarkation of. Arrangements for despatch and travelling - - - - - 265
„ Embarked for training to be accompanied by Petty Officer Instructors - - - - - 262
„ „ Instructions to be given when - - - 263
„ Embarking. Lists to accompany - - - - 259
„ Employment at their Naval Trade during training - 250 (5)
„ Entry. Naval Forces Act to be read on - - - 271
„ Failing to qualify as efficient. Fines for - - - 211
„ injured or taken ill during training. Form of application for pay and allowances of - - - - - 385
„ Insurance, Health and unemployment - - - 372
„ Kit Upkeep Allowance when called out for war service 363 (2)
„ Lectures by, on Naval matters in public forbidden - 277 (2)
„ Marks of respect to be shown by, to officers - - - 279
„ Naval training. Age for commencement of - - 250 (4)
„ „ „ Exemption from, application for - - 251
„ (Non-Seamen Branch). Qualifications required to become efficient - - - - - - 220 (3)
„ Non-substantive. Applications to qualify for - - 168
„ „ Seamen to qualify in - - - 151
„ Obligatory Naval training - - - - - 250
„ on List 2. Optional attendance at Headquarters for lectures, &c. - - - - - - - 223
„ „ Permanent Staff. Payment of - - - - 368
„ Pay and allowances - - - - - - 363
„ Requirements to qualify as "efficient" - - - 212
„ Scale of annual bounties for - - - - - 303
„ Seamen. Qualifications required for promotion of - 175 & 176
„ Signal. „ „ „ „ - - 177
„ Special promotions - - - - - - 183
„ Subordinate. To be kept separate from Petty Officers - 278
„ Subsistence allowance - - - - - 375
„ Summary punishments for - - - - - 282
„ taken ill during training. Compensation for - 384 (2)
„ Telegraphist. Qualifications required for promotion of - 178
to be borne on Lists 1 and 2 - - - - - 16

Digitized by Google

	ARTICLE
Ratings training. Exemption from	251
„ „ Statement of results to be forwarded on disembarkation	264
„ Transfer of, from one Branch to another	166 (4)
„ „ to other Divisions and Sub-Division	156
„ Undergoing training. Travelling Warrants	304
„ Uniform of	44
„ Voluntary training of	252
„ War clothing gratuity for	364
„ Warrant officers to be chosen from	106 (4)
„ wishing to embark, list to be rendered	258
„ writing to Press on Naval matters forbidden	277
Recommendations for appointment or promotion as Officers. Form of application	106
Recommendations for Naval Command. Qualifications required of Officers	134
Records of Service of Sub-Division. Responsibility for	68
Recovery of Stores lost by neglect or carelessness	286
Recruiting for R.N.R. Interference with	155
Re-enrolment of men	159 (4)
Regulation Kits	Appendix D.
Regulations for affiliation and training of Boys' Corps	14 & 165
„ „ communications on service matters by Ranks and Ratings	280
„ „ Rifle practices	228
„ Observance and enforcement of, by Officers and Petty Officers	272
„ Purchase and issue of	5
Relative Rank and Command in R.N., R.N.R. and R.N.V.R.	24
„ Ranks of Motor Mechanics	180 (2)
„ „ Table of	Appendix K.
Relief of Officer Instructors	65 (3)
„ „ Petty Officer Instructors	77
Reliefs for Permanent Staff. Month's notice required for	57
Renewal and replacement of Stores	394
„ of Free Kit	45
Repairs, Care and custody of Arms	410
„ minor	398
Repayment of travelling expenses to Officer Instructors. Claims for	376
Replacement of Small Arms and accoutrements. Demands for	419
„ „ Permanent Stores	416
„ „ Stores	394
Report of defects to Gun Mountings	415 (2)
„ „ incompetency of Petty Officer Instructors	70 (2)
„ „ misconduct &c. of Permanent Staff	70
„ „ visits to Garrison or Camp by R.N.V.R. to be made	288
Reports on Officers	434
„ „ „ on expiration of training	246
„ Training, results of Ratings to be forwarded on disembarkation	264
Requirements on entry—Men	158
„ „ „ —Officers	107
„ to qualify as efficient Ratings	212
„ „ „ „ Seamen, Signalmen and Telegraphists	220
Reserve Drill. R.F.R. Instructors exempt from	56 (8)
Resignation and discharge of Officers. Rules for	188 & 189
„ „ „ Men. Rules for	186, 187 & 192
Responsibility for breakages, loss and deterioration of Mess Traps through carelessness	395

Digitized by Google

ARTICLE

Responsibility for expenditure of Public Grants - - 337
„ „ Sub-Division records of service - - - 68
Retention of Passbooks and cheques - - - - - 326
Retired ranks. Qualifications for - - - - - 191
Retirement. Compulsory. Accountant Officers - - - 200
„ „ Accountant Officers (C.) - - - 201
„ „ Chaplains - - - - - 202
„ „ Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c. - - 198
„ „ Engineer Officers - - - 196 & 197
„ „ Medical Officers - - - - 199
„ „ Military Branch Officers - - - 196
„ „ Special Branch Officers - - - 198
„ of Officers - - - - - - - - 190
„ „ „ Promotion on - - - - - 205
„ „ „ serving in R.N.V.R. on 4th August 1914 - 203
Return of equipment to store - - - - - - 413
Returns and Correspondence. Official channels of - - - 432
„ Half-yearly. Officers and Ratings able to speak a foreign language - - - - - - - 436
„ of Ranks and Ratings "called up" to be rendered - 258, note.
„ „ Strength of R.N.V.R. Divisions - - - - 436
„ to be rendered. Schedule of - - - - Appendix E.
Rifle practice. Regulations for - - - - - 228
„ „ Supply of ammunition for - - - - 229
Riot or Civil Commotion. Duties in case of - - - - 290
Royal Fleet Reserve Instructors. Exempt from Reserve Drill 56 (8)
„ Humane Society's Awards. Applications for - - - 435
„ Naval Division. Entry of men advanced to higher rating in 152 (2)
„ Navy. Entry of men with War service in - - - 152
„ „ Instructors on Permanent Staff. Establishment of 11 & 54
„ Naval Reserve. Entry of men with War service in - - 152
„ „ „ Interference with recruiting for - - 155
R.N.V. Forms. List of - - - - - - Appendix H.
R.N.V.R. Act, 1859 - - - - - - - Part 2
„ Affiliation of Boys' Corps to - - - - 14 & 165
„ Army Officers not to assume Command of - - 29 & 289
„ assembled with Land Forces - - - - 288 & 289
„ Boys' Corps, training of - - - - 14 & 165
„ Branches in which men may enrol - - - - 150
„ Committee. Duties of - - - - - 3 (6)
„ „ Honorary appointments on - - - 3 (5)
„ „ Meetings. Attendance at, by Commanding Officers of Divisions - - - 3 (2)
„ „ Rules of procedure - - - Appendix N.
„ Constitution of - - - - - - 1
„ Direct enrolment of Boys in - - - - 165 (10)
„ Discipline of - - - - - - - 270
„ Divisions. Appointment of Petty Officer Instructors in 56 & 75
„ Drills. Instruction comprised in - - - - 210
„ Entry of men with War service in - - - - 152
„ Liable to serve either ashore or afloat when "called up" for service - - - - - - - 254
„ Officers acting as Officer Instructors - - - 72
„ „ and men not to enrol in any other of H.M. Forces - 192
„ „ Appointment of. Procedure - - - 104
„ „ employed with Land Forces. Precedence of 30 & 289
„ „ on the strength on 4th August 1914. Retirement of 203
„ Property. Rules relating to, authorised by Naval Forces Act - - - - - - - 344
„ Subject to Naval Discipline Act when called out for service - - - - - - 254 (2)

Digitized by Google

ARTICLE

R.N.V.R., Under the orders of Admiral Commanding Coast Guard and Reserves - - - - - - - - 2
„ Under orders of Senior Naval Officer on Specified occasions 28
„ Visit to Garrison or Camp. Report on arrival at - - 288
„ War Service in. Entry of men with - - - 152
„ When attached to Garrison or Camp. Rules applicable to - - - - - - - - 288 (3)
Rules and Qualifications for entry of Artisan Ratings - - - 164
„ „ „ „ Chief Motor Mechanics - - 163
„ „ „ „ Engine Room Artificers - - 161
„ „ „ „ Motor Mechanics - - - 162
„ „ „ „ Ordnance and Electrical Artificers 164
„ as to Officers' leave - - - - - - - 290
„ for Canteens - - - - - - - Appendix I.
„ „ entry of Accountant Officers - - - - - 114
„ „ „ „ „ (C) - - - - 115
„ „ „ Chaplains - - - - - - 116
„ „ „ Engineer Officers - - - - - 110
„ „ „ Executive Officers - - - - - 109
„ „ „ Medical Officers - - - - 112 & 113
„ „ „ Officers - - - - - - 108
„ „ „ Special Branch Officers - - - - 111
„ „ „ Men - - - - - - - 160
„ „ „ Youths - - - - - 160 (2)
„ „ management of Private Property, Private Finances and Civil Affairs. Authority to make - - - - 345
„ „ notation of "efficient" Officers and Ratings - - - 226
„ „ resignation and discharge of Men - - 186, 187 & 191
„ „ „ „ Officers - - - 188 & 189
„ of Camp or Garrison applicable to R.N.V.R. when visiting 288 (3)
„ relating to R.N.V.R. Property, authorised by Naval Forces Act - - - - - - - - 344
„ to be observed in official correspondence - - - 433

S.

Safe custody of Arms and Stores - - - - - 393
Sailing Boats. Carrying capacity of - - - - - 231
Scale of annual Bounties to Ratings - - - - - 303
Schedule of returns to be rendered - - - - Appendix E.
Seamen. "Efficient." Requirements to qualify as - - - 220
„ Ratings. Qualifications required for promotion of - 175 & 176
„ to qualify in non-substantive ratings - - - 151
Seamen's and Soldiers' False Characters Act - - - Part 2.
Seamanship Certificate. Examination for - - - - 135
Second Accountant Officer of Division. Duties of - - 339A (2)
Senior Accountant Officer of Division. Duties of - - - 339A
„ Naval Officer. R.N.V.R. under orders of, on specified occasions 28
Service afloat during War. Drills for men with - - - 222
„ and rank of Officer Instructors - - - - 65
„ Certificates. Annual examination of - - - 425 (8)
„ „ Custody and care of - - - - 425
„ „ Disposal of, on Discharge - - - 427
„ „ Notations on - - - - 425 (5)
„ „ of Permanent Staff. Custody of - 62 (3)
„ Entry of men for. Terms of - - - - - 159
„ Fleet or Patrol. Classification of men for, on completion of Preliminary Training - - - - 12 (3)
„ matters. Communications on by Ranks and Ratings. Regulations for - - - - - - - 280

Digitized by Google

ARTICLE

Service, Non-continuous of Petty Officer Instructors on completion of time for pension - - - - - 56 (6)
„ Officers. Extension of - - - - - - 204
„ Records of Sub-Division. Responsibility for - - - 68
„ War, in R.N., R.N.R., and R.N.V.R. Entry of men with - 152
„ „ Pay of Officers when called up for - - 360-369
„ R.N.V.R. liable to serve either afloat or ashore when called out 254
„ „ subject to Naval Discipline Act when called out 254 (2)
Sheets. History - - - - - - - 425 & 426
Shipkeepers. Conditions of appointment - - - - 97
„ Leave and Sick Leave of - - - - - 295
„ Uniform of - - - - - - 99
Ships and Establishments. Expenditure on. Borne by Admiralty - 300
„ „ Lent. Upkeep of - - - 391
Shooting badges - - - - - - 47 (3)
Shore Service. Enrolment for - - - - - 12
Sick during Periodical Training. Pay of Officers and men when 386-388c
„ Leave and Leave of Active Service Ratings - - 294 (2)
„ „ „ „ „ Shipkeepers - - - - - 293
„ „ Permanent Staff. Arrangements for duty to be carried out during - - - - - - 60
Signal and Wireless Telegraphy Instructors. Appointment of 75 & 90
„ Branch. Number of Drills required for - - - 224
„ Instruction. Arrangements for outlying Sub-Divisions - 92
Signalmen. Coast Guard. Appointment of - - - - 91
„ „ Appropriation of, on Mobilisation 91 (6)
„ „ Attached to R.N.V.R. cease to be under orders of Divisional Coast Guard Officer - - - - 91 (4)
„ „ Not to be considered Permanent Staff 91 (3)
„ „ Pay and allowances while employed with R.N.V.R. - - - 91 (5)
„ "Efficient." Requirements to qualify as - - 220
Signal Ratings. Qualifications required for promotion of - 177 & 178
Signing of Cheques. Officers vested with power for - - - 320
Small Arms and Accoutrements. Demands for replacement of - 419
„ „ Issue of - - - - - - - 409
Soap, Issue of, to men embarked for training - - - - 263a
Special Branch. Men failing to qualify in, liable to Discharge 167 (2)
„ „ Men. Qualification in - - - - 167
„ „ Officers. Compulsory retirement of - - 198
„ „ „ Definition of - - - - 111
„ „ „ Obligatory Training - - - 140
„ „ „ Qualifications for promotion - 126 & 127
„ „ „ Rules for Entry of - - 111
Special Branches. Qualification of men allocated to - - - 166
„ Grant to Officers of Sub-Divisions for travelling and subsistence - - - - - - - - 302
„ Promotions. Officers - - - - - 120 (3) & (4)
„ „ Ratings - - - - - 183
„ Subjects (Obligatory) Officers qualification in - - 133
„ Training for Medical Officers - - - - - 141
Sports or Exercises. Compensation for injuries during - 384 (6)
Staff, Permanent. Authority for Entry or Discharge of - 55 (3)
„ „ Coast Guard Signalmen not part of - 91 (3)
„ „ Custody of Medical History Sheets of - 62 (3)
„ „ „ „ Service certificates of - - 62 (3)
„ „ Disposal of, on Mobilisation - - - 59
„ „ Duration of appointments - - - - 55
„ „ Entry or Discharge. Actual date to be reported 57 (4)

Digitized by Google

		ARTICLE
Staff, Permanent.	Establishment of R.N. Instructors	11 & 54
,, ,,	Issue of pay and clothing to	62
,, ,,	Kit Upkeep, allowance for	62 (2)
,, ,,	Leave or Sick leave. Arrangements for duty to be carried out during	60
,, ,,	Medical attendance and Dental treatment for	61
,, ,,	Misconduct, &c. Report of	70
,, ,,	Pay and allowances of	367
,, ,,	Presents &c. not to be given to	58
,, ,,	Reliefs for. Month's notice required	57
,, Temporary.	Coast Guard Signal Ratings on	91
Standard for Medical Examination of Recruits		Appendix J.
Stationery, demands for		399
Stocktaking Officers		405 (6)
,, of Stores.	Annual, and on Officer's Supersession	405
Store Accounts		404 & 405
,, ,,	Naval Armament	417
,, ,,	Officers responsible for	390
,, Return of equipment to		413
Stores, Consumable,	Record of expenditure to be kept by Commanding Officer	402 (5)
,,	Demands for. Procedure	397
,,	Destroyed, Damaged or Lost by neglect	286 & 414
,,	from Dockyards. Procedure for demanding	402 (2)
,,	Government. Examination of	392
,,	important. Loss of to be specially reported	405 (5)
,,	Lost. Recoveries for	286
,,	Medical. Allowed for instructional purposes	422
,,	Naval. Allowed to a Division	400
,, ,,	Dockyards from which supplied	402
,, ,,	Ordnance. Establishment of	408
,, ,, ,,	Procedure for demanding	397 & 418
,, ,,	Supply from Dockyards	402
,,	Payments for purchase of	403
,,	Renewal and replacement of	394
,,	Replacement of (permanent)	416
,,	required in excess of establishment. Demands for	397 & 420
,,	Safe custody of	393
,,	Stocktaking. Annual and on supersession	405
,, ,,	Officers	405 (6)
,,	Tenders for purchase of	403
,,	Unserviceable. Survey of	396
,,	Victualling. Accounts to be rendered	424
Storehouses to be provided for Arms and Ammunition		347
,, ,, ,,	Stores	347
Strength of Boys' Corps		165 (1)
,, ,,	R.N.V.R. Divisions. Returns to be rendered	436
Sub-Division.	Authorised establishment of	10
,,	Command of	9 (2)
,,	Expenses	331
,,	Records of service. Responsibility for	68
Sub-Divisions.	Outlying. Visits to, by Officer Instructors	71
,,	Postal and telegraphic addresses of	Appendix F.
Submarine Service.	Volunteers for	147
Subordinate Ratings to be kept separate from Petty Officers		278
Subsistence allowances.	Ranks and Ratings	375
,,	and Travelling. Special Grant to Sub-Divisional Officers, for	302
,,	and travelling warrants to Ranks and Ratings undergoing training	365
,,	Arrangements during travelling (Men)	265 (2)

Digitized by Google

	ARTICLE
Subsistence while travelling to attend training	365 (3)
Summary punishments for Petty Officers and Men	282 & 283
Supersession of Officers. Stocktaking of Stores on	405
Supervision at Firing Practice	230
„ of Boys	165 (8)
Supply of ammunition for Rifle Practice	229
„ „ metal cylinders for conveying surplus ammunition	412
Surplus ammunition. Conveyance of	412
Survey of unserviceable Stores	396
Syllabus of training Officers and men	Appendices B. & C.

T.

Tables of full pay	App. M.
Telegraphic addresses of Divisions and Sub-Divisions	Appendix F.
Telegraphist Branch. Number of Drills required for	224
„ "Efficient." Requirements to qualify as	220
„ Ratings. Qualifications required for promotion of	175 & 178
„ „ „ „ „ „ to warrant rank	178
Temporary Commissions	117
„ „ Pay of Officers holding	117 (2)
„ Staff. Coast Guard Signal Ratings on	91 (3)
Tenders for purchase of Stores	403
Terms of Service for men on entry	159
Tobacco. Issue of, to men embarked for training	263a
„ Unconsumed. Landing of	281
Torpedo Course. Uniform required by Officers undergoing	42 (3)
Trade certificates. Rating of men in possession of	164 (2)
„ Naval. Employment of Ratings at, during training	250
Training abroad. Officers wishing to perform	256 (2)
„ Annual or Biennial. Officers application for	241
„ Arrangements for annual embarkation	257
„ Illness during. Compensation for Ratings	384 (2)
„ in advance. Officers	242 (2)
„ Injuries during. Compensation for	384
„ „ or illness to Officers and Ratings during. Form of application for pay and allowances to	385
„ Instructions to be given Ratings when embarked for	263
„ Leave to Officers undergoing	293
„ Naval. Embarkation for	256
„ „ for Officers	240
„ „ Ratings. Age for commencement of	250 (4)
„ „ „ Exemption from. Application for	251 (3)
„ Obligatory. Acting Engine Room, Ordnance and Electrical Artificers	250 (2)
„ „ for Ratings	250
„ „ Motor Mechanics	250
„ „ Not to count as Drills	213 (2)
„ „ Officers, Accountant Branch	142
„ „ „ „ „ (C)	143
„ „ „ Civil Engineers. Chemists, Designers, Professors, Artists, Interpreters, &c.	140
„ „ „ Engineer Branch	139
„ „ „ Executive Branch	138
„ „ „ failing to perform	188 (4)
„ „ „ Medical Branch	141 & 141a

Digitized by Google

ARTICLE

Training Obligatory. Ordinary Seamen, Signalmen and Telegraphists - - - - - - 250 (3)
,, of Boys - - - - - - 165 (7)
,, Officers. Arrears of - - - - - - 242
,, ,, Discharged to shore after - - - - 245
,, ,, Reports on expiration of - - - - 246
,, ,, under. Accommodation for - - - 243
,, Periodical. Pay of Officers and men sick during - 386–388c
,, Period of - - - - - - - 366
,, Preliminary. Classification of men for Fleet or Patrol service on completion of - - 12 (3)
,, ,, for men on entry - - - 12 (2)
,, ,, Further instruction after - - 12 (4)
,, Ranks and Ratings undergoing. Travelling Warrants for - 304
,, Ratings embarked for. Petty Officer Instructors to accompany - - - - - 262
,, ,, Employment at their Naval Trade during - 250 (5)
,, ,, exempt from - - - - - 251
,, Statement of results to be forwarded on disembarkation of Ratings - - - - - - - 264
,, Syllabus of, for Officers and men - - Appendices B. & C.
,, Voluntary Naval. To count as two Drills for each day of 213 (3)
,, ,, Executive Officers of Military Branch - - 145
,, ,, Officers other than Executive - - - 146
,, ,, Ratings - - - - - - 252
,, ,, Warrant Officers - - - - 145 (5)
Transfer of ratings from one Branch to another - - 166 (4)
,, ,, ,, to other Divisions and Sub-Divisions - - 156
Travelling and Subsistence. Special Grant to Sub-Divisional Officers for - - - - - - - - 302
,, by night to be avoided - - - - 265 & 377
,, expenses of Instructors' and Divisional Ordnance Artificers' families - - - - - - - 379
,, expenses of Officer Instructors. Claim for repayments of - 376
,, Men. Subsistence arrangements during - - 265 (2)
,, Ratings, embarking and disembarking. Arrangements for 265
,, Subsistence while - - - - - - 365 (3)
,, Warrants and subsistence. Ranks and Ratings undergoing training - - - - - - - - 365

U.

Unconsumed tobacco. Landing of - - - - - 281
Undertaking by R.N.V.R. rating. Form of - - - Appendix A.
Unemployment Insurance. Continuance of- - - - 372 (8)
Uniform allowance. Honorary Officers not entitled to - 362 (2)
,, ,, Officers - - - - - - 362
,, and rank of Petty Officer Instructors - - - 76
,, at political meetings. Officers and Ratings attendance forbidden - - - - - - - 276
,, Band. Permission for wearing to be obtained - - 49
,, ,, Ratings - - - - - 48, Appendix D.
,, Boys - - - - - - - 165 (11)
,, for Officers attending courses &c, - - - - 42
,, general regulations regarding, contained in Quarterly Navy List - - - - - - - - 43
,, Issue of. General instructions regarding - - - 45
,, Officers - - - - - - - 40

Digitized by Google

ARTICLE
Uniform Officers holding Honorary Commissions - - 119 (2)
„ Ratings - - - - - - - 44
„ required by Officers attending Gunnery and Torpedo Courses 42 (3)
„ Shipkeepers - - - - - - - 98
United Kingdom. Administrative areas in - - - - 8
Unserviceable Stores. Survey of - - - - - 396
Upkeep of Ships and Establishments lent - - - - 391

V.

Victualling Ratings. Advancement of - - - - 181
„ „ Training of - - - - Appendix C.
„ Stores. Accounts to be rendered - - - - 424
Visits by Officer Instructors to Outlying Sub-Divisions - - 71
„ „ R.N.V.R. to Garrison or Camp. Rules of, applicable to 288 (3)
„ „ „ „ „ Report on arrival at - 288
Visiting Garrison or Camp. Men desirous of. Permission to be obtained - - - - - - - - 288 (4)
Voluntary Courses. Additional for men - - - - 253
„ Naval Training to count as two Drills for each day of 213 (3)
„ Training, Executive Officers - - - - 145
„ „ Officers other than Executive - - - 146
„ „ Ratings - - - - - - - 252
„ „ Warrant Officers - - - - - 145 (5)
Volunteer Act. 1863 - - - - - - Part 2
„ Officers' Decoration - - - - - - 51
„ „ „ Chaplains eligible for - - - 51
Volunteers for non-substantive rating - - - - 169
Vouchers relating to Public Grants - - - - 329, 330

W.

War Clothing Gratuity. Ratings - - - - - 364
„ Service afloat during. Drills for men with - - - 222
„ „ in R.N., R.N.R., and R.N.V.R. Entry of men with - 152
„ „ Pay of Officers when called up for - - - 360
Warrant Officers to be selected from ratings - - - 106 (4)
„ „ Voluntary Training - - - 145 (5)
Wearing of badges - - - - - - 47 (2)
„ „ Cap covers - - - - - - - 41
„ „ Decorations and Medals - - - - - 50
„ „ uniform by Band. Permission for - - - 49
Widows and Children of Officers and Men killed or injured on duty. Pensions or compensation for - - - - - 382
Wireless Telegraphy and Signal Instructors. Appointment of 75 & 90
Writing to Press on Naval matters by Officers and Ratings forbidden 277
Writers. Advancement of - - - - - - 181
„ Training of - - - - - - Appendix C

Y.

Youths. Entry of. Rules for - - - - - - 160 (2)

Z.

Zeal. Promotion of Officers for - - - - - 121

Printed under the authority of HIS MAJESTY'S STATIONERY OFFICE
By Eyre and Spottiswoode, Ltd., East Harding Street, E.C. 4,
Printers to the King's most Excellent Majesty.

Digitized by Google

Digitized by Google

Digitized by Google

THE NEW YORK PUBLIC LIBRARY
REFERENCE DEPARTMENT

This book is under no circumstances to be taken from the Building

form 410

Digitized by Google

Digitized by Google